

Safe ChatGPT Use Guide for Employees

Plain-language safety rules for using AI tools without weakening privacy, trust, or accountability.

Audience	Employees and managers using ChatGPT or similar tools
Best used for	Planning, staff discussion, policy development, and responsible AI adoption decisions.
Full guide	Available from this resource page as a public download.

What is inside

- Five core safety rules
- Examples of safe and unsafe prompts
- Disclosure guidance
- Manager talking points
- Quick reference checklist

Sample guidance

This preview includes representative guidance from the full resource. Customize any templates or examples for your organization before adopting them.

1. Remove identifying details before asking for help with a draft.

Why it matters: responsible AI works best when staff have clear boundaries, practical examples, and a defined human review step.

2. Verify facts, numbers, and citations before using an AI answer.

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3. Ask a manager before using AI for sensitive, regulated, or high-impact work.

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Public-use note

Do not paste confidential client, resident, employee, health, financial, legal, or protected operational information into public AI tools. Use approved systems and written data-handling rules for sensitive work.

Next steps

- Download the full guide from the resource page.
- Review the examples with leadership or the team that owns the workflow.
- Identify one low-risk process to pilot first.
- Create or update policy language before expanding use.
- Book a consultation if you want help tailoring this to your organization.

Need help applying this?

Visit aiimpactmaine.com/contact to schedule a conversation with AI Impact Maine.