

# Quick-Start Guide: 5 Steps to Responsible AI Use

Use this guide to get started with the [AI Policy Starter Pack](#).

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## 1. Audit Current AI Use

Start with the [AI Risk Identification Worksheet](#).

## 2. Form a Governance Group

Include diverse voices: leadership, IT, teachers, possibly parents.

## 3. Customize the AI Policy Template

Use the sections in the [AI Policy Template](#) to create your own guardrails.

## 4. Communicate to Stakeholders

Send the [Parent Letter](#) and share the [AI Policy](#) with staff.

## 5. Plan for Review

Re-assess the [AI Policy](#) every year or after any major tool adoption.

