

SaskCulture's AI Learning Network: AI Policy Starter Workbook

1. Why This Matters (Context)

Why is our organization exploring AI right now?

What opportunities are you curious about?

What concerns or risks feel most relevant?

Opportunities to	
Top concerns / risks	

2. Values & Principles

What values guide our organization? How do these values apply to your use of AI?

Value	What it means for AI use

What would "using AI well" look like in alignment with your values? Are these the right values to guide AI use, or are additional considerations needed?

3. Commitments (Non-Negotiables)

What are our “hard lines” when it comes to AI?

- What should AI not replace?
- What must remain human-led?
- What would feel misaligned with our mission?

Draft commitments:

4. People & Impact

Who is affected by our use of AI?

Group	How affected	Current / comfort with AI	Potential benefits / harms
Staff			
Program participants / clients			
Partner			
Audience / community			
Other			

Note: People may be at different stages of AI awareness, use, and comfort—from active use to curiosity, caution, or concern.

Who should be consulted in developing this policy?

Person / role / group to consult	Why?	How you will consult

Who could be negatively impacted if AI is used poorly, and what safeguards would reduce that risk?

5. Current & Potential Uses of AI

Where is AI already showing up in our work?

Where might we use AI in the future?

Which use cases are low-risk (good pilots), and which are high-risk (need stronger governance or should be avoided)?

6. Boundaries & Use (may overlap with question #5)

Acceptable uses (encouraged):

Use with caution (requires human review or guidelines):

Not allowed / prohibited (*may overlap with question #3*):

7. Data, Privacy & Risk

What information should never be entered into AI tools?

What are our biggest risks or concerns?

8. Human Oversight & Accountability

Where is human review required?

Who is responsible for AI use in our organization?

How will we handle mistakes or misuse?

9. Practical Guidance

What do staff / stakeholders need to know to use AI responsibly?

Approved to any):	
Basic dos a	
When to as guidance	

10. Next Steps

What needs further discussion or development?

Who will move this work forward?

When will this policy be reviewed or updated?