

Model Acceptable Use Policy for Generative AI Products

1. Introduction

This Acceptable Use Policy establishes the standards and responsibilities for all attorneys, employees, contractors, and affiliates ("Users") of [Law Firm Name] ("the Firm") for using approved generative AI products ("AI Products") in their work for the Firm. These tools can provide valuable support in research, drafting, document review, and other tasks. However, it is crucial that we use these technologies responsibly. The goal is to ensure that the use of AI Products aligns with our professional obligations, confidentiality commitments, and legal requirements.

2. Scope

This policy is applicable to all Users who access and use approved AI Products on Firm-provided devices, networks, or personal devices for work-related activities.

3. Approved AI Products

See Appendix A for the list of the Firm's Approved AI Products.

Users interested in utilizing generative AI products that have not been approved for work-related purposes must submit a request to the Firm's Data Protection Officer (DPO). Each request will be evaluated by the DPO, in consultation with IT and relevant legal teams, based on the product's adherence to our confidentiality standards, including zero data retention, and its compliance with our legal and professional obligations. Products that meet our stringent criteria will be added to the Firm's Approved AI Products List. Users will be notified of the approval and provided with guidelines for responsible use. The list of approved products will be regularly reviewed and updated to reflect changes in technology, legal standards, and the Firm's operational needs. Users are encouraged to stay informed about the current list of approved products and adhere strictly to this Acceptable Use Policy for their use.

4. Prohibited Uses

Users must not use AI Products for:

- Processing, storing, or transmitting sensitive or confidential client information without explicit written consent from the client. With client consent, approved AI Products may be used as described in Section 5.
- Making final decisions on legal strategies, arguments, external communications, or court filings without thorough review and approval by a Firm partner.
- Engaging in any activity that contravenes local, state, national, or international laws and regulations.

5. Acceptable Uses



Subject to the foregoing prohibitions, Users are authorized to use approved AI Products for:

- Legal research and preparing summaries of legal research
- Document analysis and drafting
- Drafting routine correspondence or internal memos
- Summarizing transcripts and other documents
- Case analysis and summarization
- Identification of relevant legal issues and arguments
- Information gathering
- Image, audio, and video generation
- Generating ideas and suggestions for marketing
- Assisting with administrative tasks

6. Data Security and Confidentiality When Using AI Products

- Before using any AI Product, to the fullest extent permitted by the technology and applicable agreements, Users must instruct each AI Product provider not to train on, store, or otherwise utilize the Firm's data.
- Users must ensure AI Products are used in a manner that does not compromise the Firm's or clients' data security and confidentiality.
- Anonymization of data or use of hypothetical scenarios is required when employing AI Products for client-related work.
- Users must not share confidential or sensitive information with AI Products.
- Users must not share login credentials for AI Products.

7. Ethical Considerations and Professional Conduct

- Users are expected to adhere to the highest standards of professional conduct and ethics, ensuring that the use of AI Products does not mislead clients or third parties.
- Transparency with clients about the use of AI Products in service delivery is crucial, where applicable.

8. Accuracy and Reliability

- The output of AI Products must be critically evaluated by Users, who should not solely depend on such technology for decision-making.



- Users are responsible for verifying the accuracy, relevance, and legal validity of the information and documents produced by AI Products.

9. Training and Awareness

- The Firm will provide necessary training and resources to Users for the responsible and effective use of AI Products.
- Users are encouraged to remain informed about the capabilities, limitations, and ethical considerations of using AI Products.

10. Monitoring and Enforcement

- The Firm reserves the right to monitor the usage of AI Products to ensure adherence to this policy.
- Policy violations may lead to disciplinary actions, including possible termination of employment or contract.

11. Policy Review and Modification

- This policy will be reviewed annually or as necessary to adapt to changes in legal, professional, ethical, and technological landscapes.
- Amendments to this policy will be communicated to all Users in a timely manner.

12. Acknowledgment

All Users must acknowledge their understanding and agreement to this policy, committing to its provisions for the duration of their association with the Firm.

I have read, understand, and will comply with the foregoing Acceptable Use Policy for Generative AI Products.

Name:

Signature:

Date:



Appendix A
Approved AI Products