# Google

# Responsibility checklist
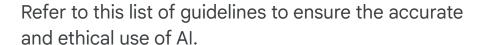
Refer to this list of guidelines to ensure the accurate and ethical use of AI.

✓ **Review AI outputs**

- Verify the accuracy of any content you're planning to share. Fact-check outputs using reputable sources, such as academic articles on Google Scholar.
- Read and edit the outputs to personalize the content you create.

✓ **Disclose your use of AI**

- Know and follow your organization's policy or guidelines related to the use of AI.
- Tell your audience and anyone it might affect that you used AI.
- APA, Grammarly, and MLA offer helpful advice for how to cite the use of AI for work.

✓ **Consider the privacy and security implications**

- Again, know and follow your organization's policy or guidelines related to privacy and security concerns.
- Only input essential information. Don't provide any information that's unnecessary, confidential, or private, as you may threaten the security of an individual or the organization you're working for.
- Read supporting documents associated with the tools you're using, such as resources that describe how the model was trained to use privacy safeguards, including terms and conditions.

✓ **Use AI thoughtfully**

- Always use your judgment to ensure you're using AI for good. Consider the following:
  - Do you have the appropriate knowledge necessary to confirm if the output is correct?
  - If you use AI for a particular task, will it negatively affect anyone around you? Does it reinforce or uphold biases that may cause damage to any groups of people?