

Before You Click Send

Responsible AI Training for Higher Education

Before You Click Send is a practical, self-paced training program that helps faculty, staff, and institutional teams use AI tools more safely, legally, and responsibly — covering data risk, legal compliance, structured abstraction, and responsible decision-making.

What Participants Learn

What Do AI Companies Actually Do With Your Data?

Training risk, retention risk, storage, deletion limits, and why "no training" is not always "safe."

 **Key takeaway:** Free is not the same as safe. Paid is not the same as protected.

The Laws That Follow Your Work

How FERPA, HIPAA, institutional agreements, and vendor contracts affect AI use with student, health, and institutional data.

 **Key takeaway:** Protection comes from institutional agreements.

Using AI With Sensitive Data

Structured abstraction techniques — placeholders, abstract patterns, draft templates, and approved institutional tools — to keep the task while reducing exposure.

 **Key takeaway:** Keep the task. Remove the exposure.

The S.A.F.E.T.Y. Framework

Moving from "Is this safe?" to "Is this responsible?" — examining fairness, accountability, transparency, ethics, human judgment, and the people affected by AI decisions.

 **Key takeaway:** Safe protects data. Responsible protects people.

Putting It All Together

Participants identify gaps, reflect on their AI habits, and make one concrete commitment.

 **Key takeaway:** Responsible AI starts with everyday decisions.

White-label options

Format: Self-paced online training; Length: 30 minutes; Audience: Faculty, staff, admins & support teams

Customization Options



Your Branding

Institution name, logo, colors, and voice.



Your Tools & Policies

Approved AI tools, vendor agreements, and governance structure.



Your Workflows

Tailored for faculty, staff, research offices, or sensitive-data departments.



Your Delivery Model

LMS, hosted platform, or SCORM packaging for seamless integration.

Optional Quiz & Certificate

Institutions may include a final quiz and certificate option reinforcing data risk, legal responsibility, structured abstraction, responsible decision-making, and escalation practices.

Certificates and digital badges support completion tracking, professional development, onboarding, and institutional training records.

Use this training to help your people pause before pasting, protect sensitive data, ask better questions, and build a culture of responsible AI use.

If your department, campus, or system needs a shared baseline for responsible AI use, **Before You Click Send** can be customized and deployed for your audience — with optional add-ons including interactive activities, discussion prompts, department-specific case studies, facilitated workshops, assessments, certificates, and digital badges.

Interested in customizing this program for your institution? Schedule a discovery call or request white-label pricing.