

your sandbox, your rules

AI Workspace setup.

One folder. AI only sees what you deliberately drop inside. Set it up once. Audit it weekly. Module 3 goes deep on the rules.

THE SANDBOX PRINCIPLE

Cowork can read whatever folder you connect it to. The goal: connect ONE folder you control completely, and never put student-identifying anything inside it.

PREVIEW: WHAT NEVER GOES IN

No student names. No IEPs. No gradebook exports. No PowerSchool data. No anything that came from a system labeled "student information." Module 3 has the full Never List.

STEPS

Set it up.

1

Install Claude Cowork.

Download for Mac or Windows from claude.com/cowork. Sign in with your Claude account (free tier works).

2

Pick a location for the AI Workspace folder.

Documents, Desktop, wherever you can find it. NOT inside a synced folder that has student data (no OneDrive folder that mirrors your gradebook export folder, etc.).

3

Create a new empty folder. Name it AI Workspace.

Spelled exactly like that. No spaces, no other names. The literal name doesn't matter to Cowork, but it matters to you. Recognizable means muscle memory.

4

Don't put anything in it yet.

Module 3 walks you through what goes in. For now, just leave it empty. The folder existing is the point.

QUICK CHECK

Where's **your folder?**

Path on my computer (write where the folder lives, e.g. C:\Users\jessica\Documents\AI Workspace)

THE STOP-AND-THINK PAUSE

Every time you go to drag a file into your AI Workspace folder, OUT LOUD ask: "Does this have a student name in it?"

You will feel silly for two days. Then it becomes muscle memory. The point: never accidentally drop a roster, an IEP, a behavior log into this folder.

ACTIVITY CHECK

Done when:

- ☐ Cowork is installed and I'm signed in.
- ☐ My AI Workspace folder exists and is empty.
- ☐ I wrote where the folder lives, above.
- ☐ I committed to the "stop and think" pause out loud.

COMING UP NEXT

Module 2 + 3. Module 2 has your first real win in a real workflow. Module 3 connects Cowork to this folder and locks in the Never List rules.

One folder. Deliberate. Always.

- Jessica