AI in Schools: What to Know
Part 2: Using AI Responsibly

Access, Privacy, and Data

Tip #1: Don't share confidential or sensitive information (e.g. student names) with an AI model. Many models collect what you input for future training. Sharing sensitive information like student names, addresses, or grades could lead to privacy issues.

Tip #2: Ask your IT team about what AI tools can be used. Your school may already have paid access to AI tools through infrastructure like Google Workspace for Education or Canvas. This also may provide a contained environment where sensitive information can be shared.

Tip #3: Get familiar with the tool's settings. Check for the ability to opt-out of data collection, delete interaction history, or use a private mode like a temporary chat. Additionally, you may be able to customize what data you share from other apps (e.g. calendar data or emails).

Quality

Tip #4: Always double check the results. AI is a black box and we don't know how it reaches an answer so it's important to double check the result. Some common issues include bias, misinformation, and hallucinations.

Tip #5: Bias can be subtle so get a second opinion. Depending on the task bias in a model could reflect social biases or stereotypes. Getting a second opinion can help catch bias that you might miss.

Tip #6: Check if the AI tool provides a source. When using tools like AI mode on Google Search you may be provided with a collection of articles or websites that the answer was based on. Take a look at these to understand the credibility of the result (i.e. is it from a respectable source or a random blog?).

Tip #7: Don't be afraid to try different things. Just like you might try different Google searches you may need to try asking an AI different things. This is called prompt engineering. The more specific you can be and the more context you provide the better your answers are likely to be.

Tip #8: Don't be afraid to try again. More context or detail isn't always better. Sometimes you just need to ask the same thing more than once. AI tools won't give the same answer every time. Try asking for 10 examples when you need 5 and picking the best ones. Or generate multiple images with the same prompt.

Quality (cont.)

Tip #9: Try asking follow up questions. If you're using an AI tool with some history, try asking follow up questions. This is a great way to increase the context and get better results without having to add a lot of detail up front. The tools may even be able to tweak the last result slightly (e.g. change a color or move an object in an image).

Tip #10: Spend at least a minute looking at an image. When we look at an image quickly our brains fill in the gaps. Take at least a minute to look at any images you generate to identify common issues (e.g. too many legs, a mismatched reflection, nonsense text, or weird shadows).

Credit & Disclosure

Tip #11: Use AI as a starting point not the final product. Working from a blank slate is challenging. AI can be a great tool for getting started on something creative or a presentation. Use it to create an outline, identify key topics, or help visualize an idea but rework the results on your own to avoid plagiarizing.

Tip #12: Identify when you've used AI (like citing your sources). Some AI tools will automatically add a watermark to images or videos. AI isn't perfect, people will often notice you've used AI even if you don't say. So get ahead of it and add your own statement of how AI was used. This can provide more context when evaluating your work and people will be more forgiving. It looks worse if AI goes wrong and you didn't say it was used than if you say it up front.