

AI Best Practices

Guidance for Students

- 1 Understand AI's Nature:** Think of AI as a computer program that's been trained on a lot of information. It's really good at finding patterns in that information and using those patterns to create responses. Even though it might sound smart or creative, it's just following the patterns it has learned. It cannot think for itself or feel emotions.
- 2 Protect Your Privacy:** When using any AI tool, never share your Personally Identifiable Information (PII) or anyone else's PII. This includes things like your name, address, birthdate, ID number, or private details. To stay safe:
 - Use fake names when examples are needed
 - Remove any specific personal details from your prompts.
- 3 Use AI as a Thinking Partner, Not the Only Thinker:** AI is great for brainstorming, getting ideas, and helping you start your work. Think of it as a tool to assist your own thinking, not to replace it.
- 4 Be Mindful of What You Gain and Lose:** Using AI can save time, but it might also affect your creativity and unique voice. Always consider what you might be missing out on by relying too heavily on AI.
- 5 Keep Your Work Your Own:** Use AI to help you understand and explore, but make sure your final work reflects your own understanding and voice. Simplify AI-generated language and express your own ideas authentically.
- 6 Always Fact Check and Be a Critical Detective:** AI can make things up! It's important to double-check any information AI gives you for accuracy. If you use AI for research, verify any citations it provides.
- 7 Understand the Appropriate Use of AI:** Use AI ethically to help you understand concepts and explore ideas. Follow the RCS Generative AI Appropriate Use Scale for each assignment as determined by your teacher. Always do your own original work where expected.
- 8 Be Transparent About Using AI:** When an assignment allows the use of AI, be clear about how you used it, including citations when appropriate. Explain which parts of the process involved AI and how it helped you. Transparency helps you learn how to use AI responsibly and allows your teachers to understand your learning process.