12 TIPS *for the* RESPONSIBLE USE OF AI

Practical guidance for K–12 teachers



1 Understand AI's Limitations

AI can be powerful, but it is not infallible. Always verify facts with reliable sources.

2 Use AI to Support, Not Replace, Human Judgment

AI should assist decision-making, not override it. Human oversight is essential for ethical choices.

3 Avoid Sharing Sensitive or Personal Data

Do not input confidential information into AI tools unless you are certain the system complies with privacy regulations.

4 Disclose AI Use When Appropriate

If AI helps you write, plan, or analyze, acknowledge that support—especially in professional, academic, or public contexts.

5 Watch for Bias

AI may reflect societal or dataset biases. Be critical of responses and avoid assuming AI-generated content is neutral or fair.

6 Comply with Laws and Policies

Always follow institutional rules, copyright laws, and data privacy regulations when using AI. Many schools and workplaces have specific guidelines.

7 Avoid Plagiarism

Do not pass off AI-generated text as your own original work. Use AI as a tool, not a ghostwriter.

8 Respect Intellectual Property

Do not use AI to replicate copyrighted work (e.g., images, text, code) unless you have permission. AI should generate original or transformative content.

9 Be Transparent in Education

Teachers and students should discuss when and how AI is used in assignments to ensure fairness and mutual understanding.

10 Avoid Over-Reliance

Build your own skills alongside AI use. Relying too much on AI can hinder learning, creativity, or accountability.

11 Use Age-Appropriate Tools

For minors, choose AI platforms that protect children's data and are designed with developmentally appropriate features.

12 Continuously Learn and Reflect

The AI field is evolving rapidly. Stay informed about new capabilities, risks, and best practices to use AI responsibly.

AI is a *tool*. Use it thoughtfully, ethically, and to support student learning and well-being.



SOURCES

Future of Life Institute. (2023). *Principles for the responsible use of AI.*

UNESCO. (2021). *Recommendation on the ethics of artificial intelligence.*

World Economic Forum. (2021). *AI Governance Alliance: Toolkit for responsibilitie AI.*

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