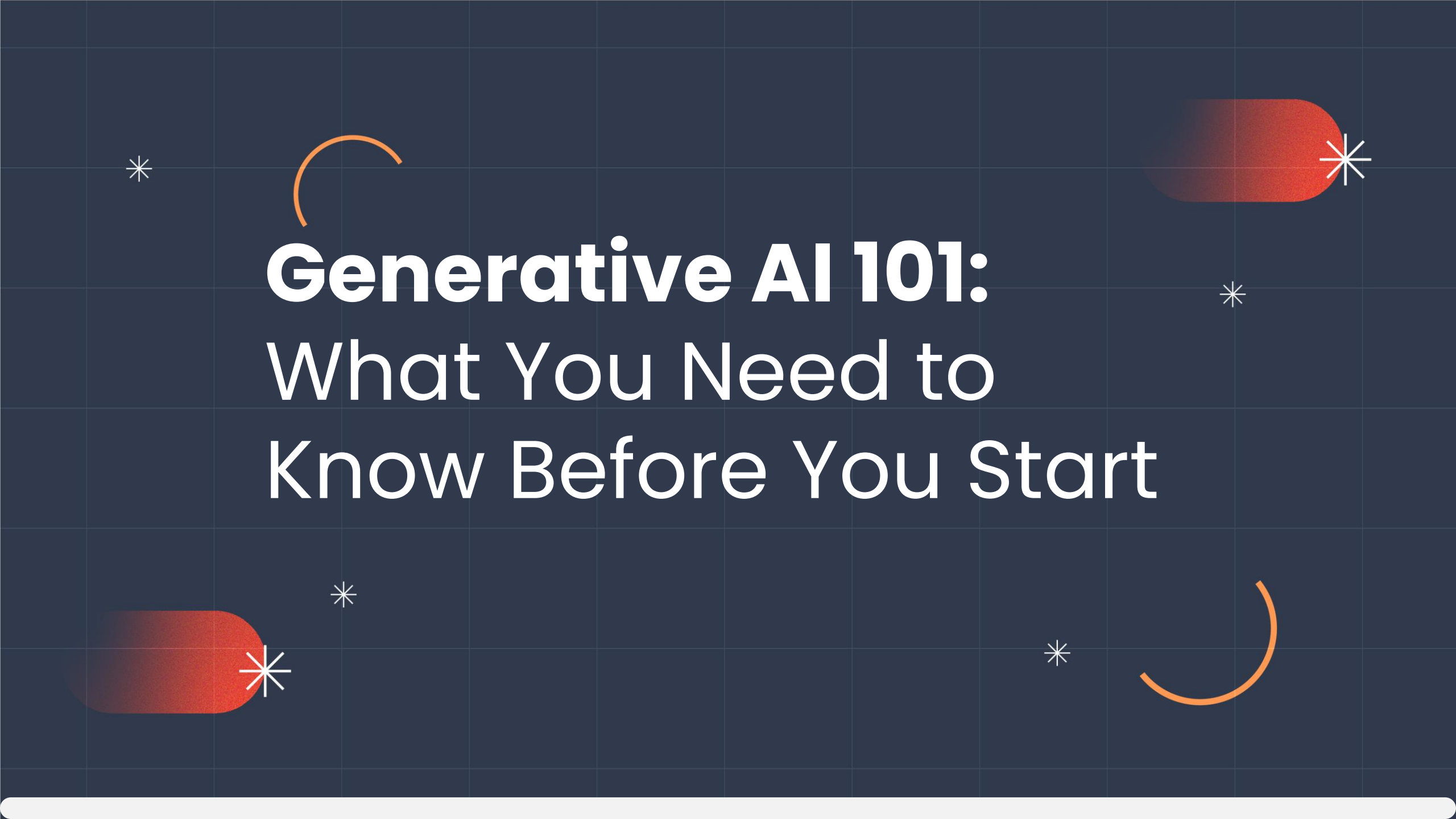




Generative AI 101: What You Need to Know Before You Start



AI as your Copilot

Think of generative AI tools as your helpful assistants. They follow your commands and perform tasks well, but it's up to you to use them wisely and responsibly.

AI is Not Perfect



While AI tools can do a lot of things well, these tools can make mistakes because they are trained to always provide an answer, so it is important to stay alert.

Always Fact-Check

Make fact-checking a habit. Do not blindly trust AI-generated information - always verify it with trusted sources to be sure.

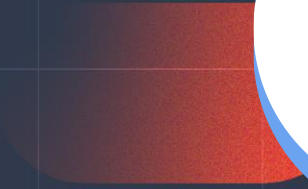
Beware of Bias

Generative AI models can sometimes show bias in their responses. Always ensure you review the outputs with a critical eye and be proactive by adjusting the prompts as necessary.

Always Cite Your Sources

Ensure that you give credit where it is due by always citing work that has been completed with the support of generative AI

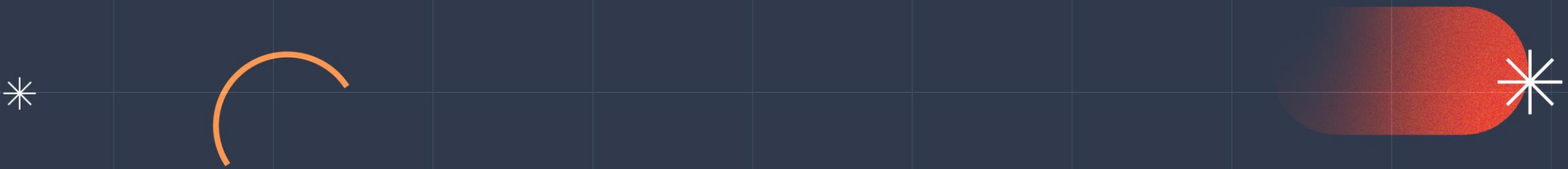
Protect Your Information



Do not share private information with untrusted websites or apps, and read privacy policies to understand how your data is used. Don't forget you can use AI tools to summarize complex documents, but always remember to fact-check and verify!

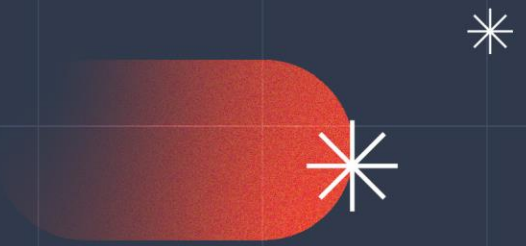
Mind Your Wellbeing

Communicating with an LLM that can appear to converse naturally with you can be very tricky. Establish healthy boundaries with technology by limiting screen time and spending time with your loved ones in real life.



These slides are part of a classroom toolkit aimed at helping educators unlock Generative AI safely and responsibly in their classroom.

Access the full toolkit [here](#)



Microsoft

Cyberlite

