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A STUDENT GUIDE TO AI USAGE

USING GENERATIVE AI
RESPONSIBLY TO
MAXIMIZE LEARNING





STUDENTS, LET'S TALK ABOUT AI

From ChatGPT, Gemini, CoPilot, and other tools that can write essays or make images, you're probably using AI, even if you don't call it that.



But here's the thing:

- 👉 Not all AI tools are safe or accurate
- 👉 It's easy to over-rely on them without realizing it
- 👉 And if you're not careful, you could be breaking privacy rules or school policies.

This guide will help you:

- ✓ Stay safe while using AI tools
- ✓ Understand how to use AI to enhance learning
- ✓ Build smart habits that give you an edge in and out of class

Let's get into it. ⚡



PRIVACY BEST PRACTICES

When using personal accounts for most AI tools (like ChatGPT or Gemini), you share everything you type with the company, even if you delete it. When using AI tools, follow these best practices to protect your privacy 📝.

Never input:

- 🚫 Your name
- 🚫 Home address or school
- 🚫 Personal stories
- 🚫 Any identifying info

REMEMBER:

AI chats can be stored, analyzed, and even used in court. Keep it private, always.



AI FOR SCHOOL = FIRST DRAFT ONLY

Generative AI doesn't think, it predicts the next logical word based on the data it has been trained on. And predictions? They can be wrong, biased, or not reflect what you are actually wanting to say.




So, what's the move?

- ✓ Use AI to generate a starting point
- ✓ Then edit, fact-check, and revise
- ✓ Make the final product your own voice and perspective

Your brain still does the real learning.

GREAT AI TOOLS FOR STUDENTS

Here are AI tools to explore (with teacher permission):

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- ◆ [ChatGPT](#) – Draft ideas, outlines, or code
 - ◆ [Google Gemini](#) – Same features as ChatGPT, all integrated into Google tools
 - ◆ [MagicSchool AI](#) – Teacher-approved education AI
 - ◆ [Microsoft Copilot](#) – AI built into Word, Excel, and PowerPoint

🧠 Tip: Always double-check results for accuracy.



USE AI TO ENHANCE YOUR THINKING, NOT REPLACE IT

It's easy to let AI do the work. But here's the truth:



When you outsource your thinking, you miss out on learning.

Use AI to:

- ✓ Brainstorm research paper topics
- ✓ Draft debate talking points
- ✓ Outline a presentation
- ✓ Get feedback on your writing

With your teacher's green light, AI becomes your ultimate study partner.



SMART AI PROMPTS FOR STUDENTS

Misuse (Don't Do This):

“Complete this assignment for me: [assignment description]”

“Write a 5-paragraph essay on climate change for my English class.”

“What’s the answer to question 4 on my math homework?”

Smart Use (Try This Instead):

“Brainstorm topic ideas for a 12th grade research paper on mental health.”


“Help me create an outline for a presentation about the Industrial Revolution.”

“Can you explain how to solve this type of math problem step by step?”

 Pro Tip: AI is your study partner, not your substitute. Don't use AI to avoid thinking, use AI to enhance it.



KEY THINGS TO REMEMBER

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- ✓ AI is a tool, not a shortcut
 - ✓ Keep your private info safe
 - ✓ Always think critically
 - ✓ Use AI as a partner, not a replacement

🎓 You're growing into a digital leader.
Use AI with integrity, curiosity, and
care.