

Name \_\_\_\_\_

## Your Ultimate AI Safety Checklist

Using AI tools can be amazing - for brainstorming, writing, or learning - but only if you know how to use them wisely. Every question you ask and every answer you get leaves a digital trace. That means it's up to **you** to protect your privacy, think critically, and stay in control.

Below is a detailed **AI Safety Checklist** that covers habits for secure, smart, and ethical AI use. For each item: Put a ✓ if you already do it. Leave it blank if it's something to improve. When finished, **count your total** and reflect on how you can strengthen your digital habits.

### A. Protecting Your Personal Info

1. I never share my real name, address, phone number, or school name with an AI. ☐
2. I avoid uploading or describing photos of myself or friends in AI tools. ☐
3. I use strong, unique passwords for all accounts connected to AI apps. ☐
4. I log out or close AI tools when I'm done using them on shared devices. ☐
5. I check the privacy settings or terms of use before signing up for a new AI platform. ☐
6. I never tell an AI anything I wouldn't post publicly online. ☐
7. I understand that AI conversations may be stored, reviewed, or used to train systems, so I think before I type. ☐

### B. Using AI Ethically

1. I never copy AI text or images and pretend they're fully my own work. ☐
2. When I use AI for school, I cite or mention that I got help from a tool. ☐
3. I avoid asking AI to create or spread false or harmful information. ☐
4. I use AI to support my learning (like brainstorming or editing) - not to replace my own effort. ☐
5. I think about how my AI use might affect others (for example, fairness, honesty, and respect). ☐



### C. Thinking Critically About AI Responses

1. I know that AI doesn't "know" everything - it sometimes makes mistakes or guesses. ☐
2. When AI gives facts, I double-check them using reliable sources. ☐
3. I recognize that AI can be biased, depending on what data it's trained on. ☐