

Responsible AI Checklist

1. Use AI as your assistant, not a replacement

- You can use AI tools to support your work but don't let it take over completely or rely on it too much.

2. Look for bias

- Check AI outputs for fairness and avoid one-sided perspectives.
- Ensure information and visuals include diverse viewpoints and representations.

3. Protect your and others' data privacy

- Review the AI tool's terms and conditions to understand if your inputs will be used to train the model.
- Avoid sharing your personal information with AI tools and always get consent before inputting someone else's personal details.

4. Be upfront about your use of AI

- Be honest about when and how you've used AI tools in your work, following any specific school or college guidelines.

5. Fact-check AI's outputs

- Always check the information provided by AI with reliable sources or experts.