



You're Still In Charge.

AI is a powerful tool, but a tool doesn't think, decide, or lead. You do. The moment you let AI make your choices, you've handed over something that belongs to you. These five principles keep you in charge.

PRINCIPLE 1

Think Better

Use AI to sharpen your reasoning, not replace it.

AI is a thinking aid, not a thinking replacement. Use it to accelerate your work and develop ideas, but keep yourself in the driver's seat at every step.

Draft & Outline

Generate first attempts to get started faster, then shape them with your own thinking.

Learn Concepts

Ask AI to explain ideas, then verify them yourself before accepting them as true.

Improve Your Writing

Polish work you already created. Don't outsource the creation itself.

Brainstorm Options

Generate possibilities, then you decide what's best. The decision is always yours.

PRINCIPLE 2

Protect Privacy

Never input sensitive information into an AI tool.

Some information should never enter an AI tool. The risk of exposure is real, and the consequences can be serious for you and others.

Personal Information

Your own or anyone else's names, addresses, or IDs.

School or Employer Data

Records, client details, internal communications.

Financial Records

Account details or sensitive transactions of any kind.

Confidential Material

Anything marked confidential, restricted, or proprietary.

"When in doubt, don't enter it. Ask first."

PRINCIPLE 3

Verify Outputs

Confident-sounding output is not accurate output.

AI can generate plausible-sounding facts, citations, and explanations that are simply wrong. Before you use AI output for anything that matters, check it.

Cross-Reference Sources

Before citing anything, verify it against a trusted, independent source.

Apply Your Own Knowledge

Assess whether the output actually makes sense given what you already know.

Own What You Submit

Take responsibility for what you submit or share. That's your name on it.

The Golden Rule

If you wouldn't stake your grade on it without checking, don't use it as-is.

PRINCIPLE 4

Follow the Rules

Know what's allowed before you use AI for a task.

Your school and workplace have policies on AI use. Not knowing the policy is not an excuse. When in doubt, ask before you act.

At School

Check your teacher's policy before using AI on any assignment.

At Work

Check with your manager before using AI on any work task.

No Automation Without Permission

Don't automate decisions or workflows without explicit permission.

You Are Responsible

You are responsible for any work you submit. Ownership doesn't transfer to the tool.

"Not knowing the policy is not an excuse. Ask before you act, every time."

PRINCIPLE 5

Pause and Ask

When something feels off, stop before you act.

If AI output seems wrong, inappropriate, or risky, don't submit it, share it, or act on it. Pause. Ask a teacher or supervisor. Asking is what responsible people do.

Pause

Stop before submitting or sharing anything that seems off.

Assess

Is this accurate? Is this appropriate? Could this cause harm?

Ask

Tell a teacher or supervisor. Raising a concern shows judgment, not weakness.

"Your judgment is what makes you valuable, not your ability to copy output. AI is a tool, and you are the one in charge. Always."

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