THE AI EXPLORER TOOLKIT

Using AI? Stay in charge.

Eight skills for understanding AI and using it wisely.

1 Spot the AI

AI

Is it following rules, or did it learn?

2 Teach with examples

TRAINING DATA

What examples did it learn from?

3 Make a smart guess

PREDICT

How sure is it, really?

4 Check the examples

BIAS

Who or what is missing from the examples?

5 Check the answer

FACT-CHECK

Where can I check this?

6 Ask a clear question

PROMPT

Did I say exactly what I need?

7 Stay safe and fair

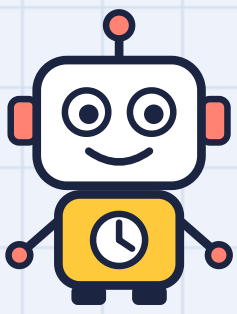
PRIVATE

Is this safe, honest and OK to share?

8 You're in charge

JUDGEMENT

What do I think is right?



AI can suggest. You check, you decide, and you stay in charge.

1 AI SKILL ONE

Spot the AI

AI say: AY-EYE

Short for artificial intelligence: programs that learn patterns from examples.

TWO KINDS OF CLEVER MACHINE

Follows rules

A person writes every step.

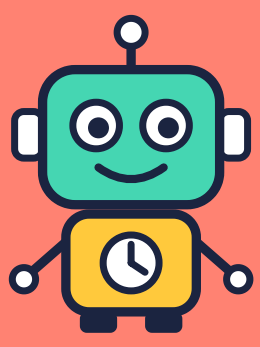
Calculators, timers, traffic lights.

Learns from examples

It finds patterns in lots of examples.

Voice assistants, face unlock, chatbots.

REMEMBER AI does not think or feel. It finds patterns, very quickly.



ASK YOURSELF

Is it following rules, or did it learn?

2 AI SKILL TWO

Teach with examples

Training data
The examples an AI learns from.

HOW AN AI IS TRAINED

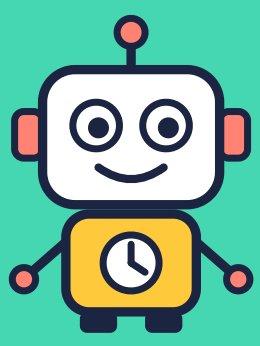
1 Collect > 2 Label > 3 Find patterns > 4 Test

LABEL: CAT
1,000 photos

LABEL: DOG
1,000 photos

A NEW PHOTO
"Probably a cat."

REMEMBER More good examples usually means better guesses.



ASK YOURSELF
What examples did it learn from?

3 AI SKILL THREE

Make a smart guess

Predict say: pruh-DIKT

To make a careful guess about what comes next, using patterns.

A CHATBOT PREDICTS THE NEXT WORD

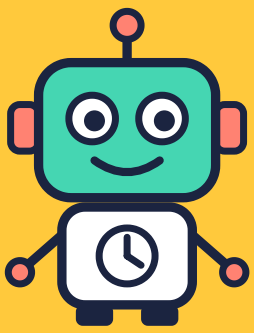
The cat sat on the ?

mat	sofa	moon
very likely	likely	unlikely

IN MATHS

90% sure means right about 9 times in 10, and wrong about 1 time in 10.

90% = 90 out of 100



ASK YOURSELF

How sure is it, really?

4 AI SKILL FOUR

Check the examples

Bias say: BY-uss

When something leans unfairly one way, often because the examples were lopsided.

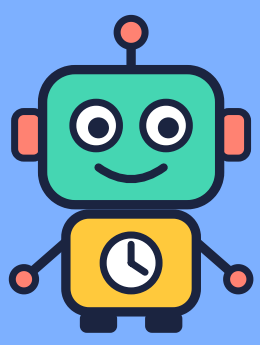
HOW BIAS GETS IN

THE EXAMPLES
500 photos of red apples. No green ones.

WHAT IT LEARNS
"Apples are red."

WHAT GOES WRONG
A green apple gets called a pear.

THE FIX
A fair AI needs examples from everyone and everything it will be used with.



ASK YOURSELF

Who or what is missing from the examples?

AI SKILL FIVE

Check the answer

Fact-check
To check a statement against sources you can trust.

THREE WAYS AI GETS IT WRONG

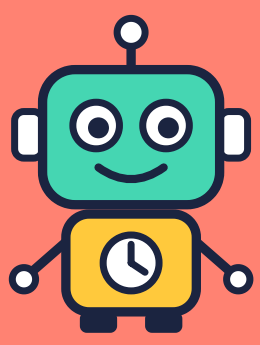
It made it up
The words fitted, but the fact isn't real.

It's out of date
It learned from old examples.

It misread you
Your question was unclear.

Check with **a trusted website** **a book** **an adult who knows**

REMEMBER Sounding confident is not the same as being correct.



ASK YOURSELF

Where can I check this?

6 AI SKILL SIX

Ask a clear question

Prompt
The question or instruction you give an AI.

FOUR PARTS OF A CLEAR PROMPT

The job
Explain, list, compare or give ideas?

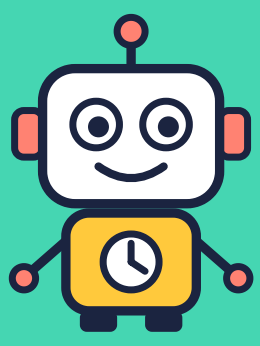
Who it's for
"For a nine-year-old."

The shape
Three dot points. A table.

The details
The topic, and what to include.

VAGUE
"Koalas"

CLEAR
"List three facts about koalas for a Year 2 poster."



ASK YOURSELF
Did I say exactly what I need?

7 AI SKILL SEVEN

Stay safe and fair

Private
Information that is only for you and the people you trust.

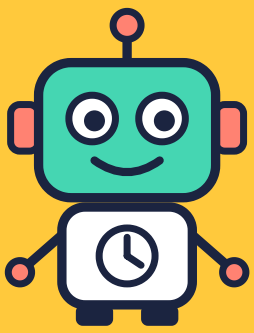
THREE RULES FOR USING AI

Keep it private
No names, addresses, schools, passwords or photos.

Be honest
Say when AI helped. Don't hand in AI work as your own.

Ask first
Many AI tools are for older users. Check with a grown-up.

ALWAYS If something online worries or upsets you, tell an adult you trust.



ASK YOURSELF

Is this safe, honest and OK to share?

8 AI SKILL EIGHT

You're in charge

Judgement say: JUJ-ment
Deciding what is right or best after thinking it through.

AI is good at

Finding patterns in lots of data.

Drafting and listing quickly.

Never getting tired.

People are good at

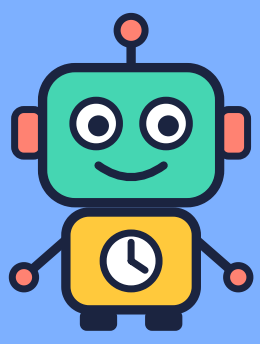
Caring about others.

Knowing what's fair.

Deciding what matters.

Taking responsibility.

REMEMBER The best team: AI suggests, a person checks and decides.



ASK YOURSELF

What do I think is right?