

Office of Teaching and Learning

Digital Responsibility and Artificial Intelligence

A Guide for Secondary Students

What is Digital Responsibility?

Understanding digital responsibility is essential when using online tools of any kind, including Artificial Intelligence (AI). Digital responsibility can be defined as

- the norms of behavior regarding technology use ([USDOE](#)); and/or
- the ability to navigate digital environments safely and responsibly, and to actively and respectfully engage in these spaces.

When using AI tools, it is crucial to

- evaluate the accuracy, perspective, and validity of digital content;
- create safe spaces online by being mindful of how your actions can impact others and your future self; and
- keep personal and private information secure.

What is Artificial Intelligence?

Artificial Intelligence (AI) is technology that enables computers to mimic human intelligence and problem-solving abilities.

There are two main types of AI:

- [Reactive Machine AI](#): This type of AI analyzes a large amount of information to identify patterns and make predictions. For example, your favorite streaming service might suggest shows you'd like based on what you've watched before. That's Reactive Machine AI figuring out your preferences.
- [Limited Memory AI](#): This type of AI is more advanced. It can remember past information and use it to learn and improve. It's similar to how you learn from your experiences. Things like virtual assistants (such as Siri and Alexa) utilize Limited Memory AI to understand what you're asking and provide helpful responses. They get better at understanding you the more you use them.

AI is a powerful tool that is changing the world by helping computers solve complex problems and perform tasks that previously required human intelligence.

How can I use AI responsibly?¹

Think critically about AI outputs and be aware of bias.

AI chatbots, such as ChatGPT, are large language models (LLMs), which means they utilize content written by humans to generate responses. Humans are biased; we tend to assume things based on our own experiences and beliefs, so the content generated by LLMs is subject to bias and inaccuracies. Check the AI output against other reputable sources. Analyze the information for accuracy and bias, just as you would any other research.

Use AI tools to support your learning, not replace it.

AI can be a great way to check your work, brainstorm ideas, or revise your writing, but it is not a replacement for the knowledge and skills you possess. Over-reliance on AI tools will inhibit your creativity, stifle your problem-solving skills, and diminish your unique perspective.

Cite AI tools when you use them.

Even if you prompt an AI tool with your idea, the output is not your original work and must be correctly cited to avoid plagiarism. This includes when you paraphrase the output. Use these guides to help you:

- [MLA Citation Guide for AI](#)
- [APA Citation Guide for AI](#)
- [Chicago Citation Guide for AI](#)

Keep private information out of AI tools.

Chatbots and other AI tools often collect user data to improve their tool; therefore, your information is NOT private. If you do not want to post the information publicly, do not enter it into an AI chatbot or other tool.

AI Tools for Secondary Students

Below are some AI tools to explore, along with suggestions for their ethical use. These tools can assist with tasks ranging from enhancing writing skills to learning a new language or managing a hectic schedule.

AI Tool	Ideas for Responsible Use
Google NotebookLM - an AI-powered research and writing assistant that works best with the sources you upload.	<ul style="list-style-type: none">• Convert and summarize complex material into easy-to-understand formats• Create audio summaries with one mouse click
Grammarly - a writing assistant that can detect and correct grammar, spelling, punctuation, and style mistakes. *Free version available	<ul style="list-style-type: none">• Editing and revising essays• Changing the formality of writing for resumes, job applications, emails, etc.• Generating citations for essays

¹ Top 10 ethical AI practices to teach K-12 students. (n.d.). Blog | Carnegie Learning.
<https://www.carnegielearning.com/blog/ethical-ai-chatgpt-students/>

AI Tool	Ideas for Responsible Use
QuillBot - a writing assistant that includes paraphrasing and summarizing functions. *Free version available	<ul style="list-style-type: none"> • Editing and revising essays • Summarizing articles and/or class notes for study purposes
Notion - a workspace tool that helps to organize and manage tasks, notes, and projects. *Free version available *Age requirements: 14+	<ul style="list-style-type: none"> • Creating a digital planner to organize your to-do lists, events, and deadlines • Creating a personalized website for resumes, job, and/or college applications
ChatGPT - a generative AI chatbot. *Free version available *Age requirements: 13+, under 18 requires parent permission	<ul style="list-style-type: none"> • Conducting a fictional interview with a fictional character for a project • Creating practice quiz questions to prepare for a test • Brainstorming
DuoLingo - a language learning program. *Free version available *Age requirements: 14+ or use with parent permission	<ul style="list-style-type: none"> • Learning and practicing a new language • Studying for a world language test
Khanmigo - AI tutoring tool. *\$4/month or \$44/year *Age requirements: 18+ or use with parent permission	<ul style="list-style-type: none"> • Studying for tests • Homework help (step-by-step guidance without the answers provided)