A Quick Guide to Using AI Responsibly

AI can help you explore ideas, explain difficult subjects, and create drafts. You remain responsible for what you share, publish, and act on. These habits help you make useful work with care.

1 Check the claims that matter

A confident answer can still be wrong. Verify names, dates, numbers, quotations, and citations against reliable sources. Open the sources yourself. Asking the same AI to confirm its answer is not independent verification. [1]

2 Protect private information

Before uploading, remove information the task does not need, such as addresses, account numbers, or identifying details about other people. Check the service's privacy settings and data-use terms. Do not assume a conversation is confidential. [2]

3 Keep your own judgment involved

Use AI to develop options and questions. Read the complete result before relying on it. For decisions that could seriously affect someone's health, money, or rights, get appropriate professional advice. [1]

4 Look for missing perspectives

Check for stereotypes, unfair assumptions, and one-sided explanations. Ask who is missing from the picture. For cultural or historical work, invite someone knowledgeable about the subject to review it. [1]

Before you share your work

5 Respect other people's work

Use reference material you have permission to use. Credit sources and collaborators. Check relevant licenses and publication requirements before distributing the result. Do not assume AI involvement removes those responsibilities.

6 Be clear about AI's contribution

Explain material AI involvement where readers would reasonably need to know, and follow the rules of your publisher, school, or workplace. Never present an invented quotation, image, or event as real evidence.

7 Review the final file

Check the actual PDF, image, or page you will share. Look for incorrect words, missing content, visual mistakes, and accidental private information. Save the approved version so later revisions do not replace it unnoticed.

A quick check before publishing

Have I checked the facts? Removed private information?
Checked permissions? Represented people fairly?
Explained AI's role where needed? Read the finished file?

A useful prompt

“Review this draft for unsupported claims, missing context, stereotypes, and possible privacy problems. Identify the exact passage and suggest a correction. Mark uncertainty clearly, and do not invent sources.”

Further reading

[1] NIST, Generative Artificial Intelligence Profile (2024).
[2] Canadian Centre for Cyber Security, Generative artificial intelligence.