

## CLASSROOM TOOLKIT

# Unlocking Generative AI Safely and Responsibly

After ChatGPT launched in November 2022, generative AI quickly earned the status of being one of the most talk about topics. With the advent of powerful new AI applications, it is apparent that this technology has the potential to bring vast opportunities in the field of education. As educators, we recognise your essential role in addressing, exploring, and teaching aspects of generative AI in the classroom.

We are delighted to present you with this instructive classroom toolkit on how to unlock generative AI in a safe and responsible manner with your students. Microsoft is committed to empowering young people with the digital literacy skills and resilience to use new technology responsibly and safely, as part of the approach to Responsible AI. This resource has been developed in partnership with Cyberlite, a social enterprise specialising in cyber safety, digital wellbeing, and AI education in Singapore.

## THE RESOURCE

This toolkit is designed for educators teaching students aged 13 to 15. It aims to introduce generative AI in a friendly and accessible way, building resilience in young people by illustrating the risks to safety and mental wellbeing associated with AI. It emphasises that AI, while useful, isn't infallible. This resource can serve as a starting point for discussions about AI's benefits and risks, even if your school doesn't currently use AI tools yet.

## LEARNING OBJECTIVES

Students will be able to:

- Describe the basics of generative AI and address the technology's limitations.
- Apply various prompt engineering techniques to achieve desired outputs.
- Explain the importance of fact-checking AI-generated content.
- Describe the importance of protecting personal data and privacy while using AI tools.
- Evaluate the potential for bias in AI-generated outputs and its implications.
- Recognise that generative AI is a tool rather than a social companion and apply their understanding of digital wellbeing to ensure healthy digital usage.

### SUGGESTED LESSON STRUCTURE

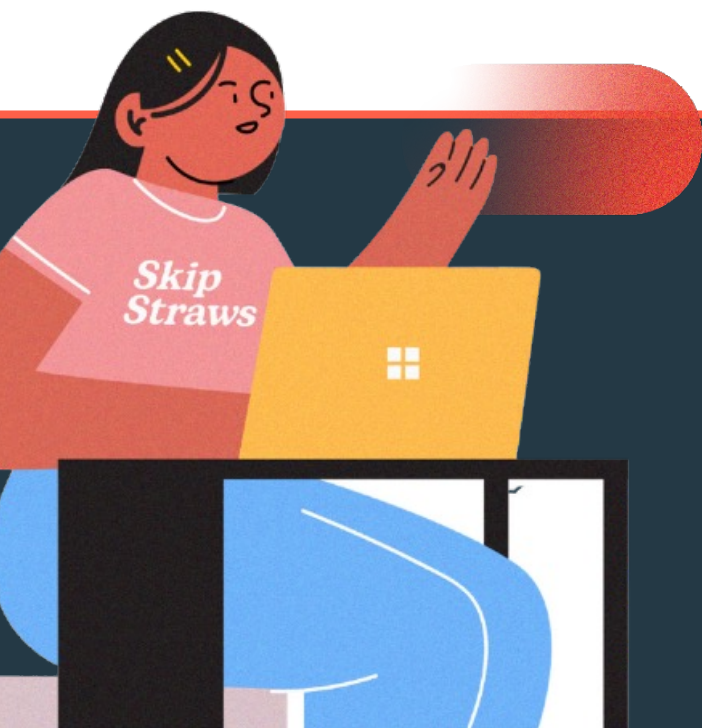
The PowerPoint presentation has been structured into key sections to allow educators to focus on different elements and pace the lesson accordingly.

You may find it useful to break the toolkit down into 20-30 minute lessons to cover one section per session, leaving plenty of time for critical reflection and absorption.

#### Sections

1. Introduction (20 minutes)
2. Gina's Fight for the Ocean (30 minutes)
3. Game On with Alex (30 minutes)
4. Key Takeaways for Students (10 minutes)

You will also find guided "Try It Yourself" activities embedded throughout the toolkit, designed to encourage students to explore various AI tools and applications. While these activities offer enriching experiences, they are not essential for meeting the overarching learning objectives. This flexibility makes the toolkit suitable for classroom use, regardless of your school's current status in adopting generative AI tools.



### TOOLKIT CONTENTS

- Lesson Presentation (PPTX)
- Classroom Agreement (PDF)
- Elements of a Good Prompt (PDF)

### HOW TO USE THE TOOLKIT

The lesson presentation is designed for classroom use, enabling teachers to lead students collectively as a class. The accompanying 'Classroom Agreement' and 'Elements of a Good Prompt' documents serve as supplementary resources, offering additional learning guidance beyond the presentation.

### THE CLASSROOM AGREEMENT

The classroom agreement is intended to set important ground rules and expectations on the use of generative AI tools in student learning. We encourage you to guide your students in committing to this agreement and prominently displaying it within your learning environment. Please also ensure you adhere to your institution's approved guidelines and AI policy.

### IMPORTANT REMINDER

Please remember that while this toolkit provides valuable learning points, it is intended as a starting point. Encourage your students to think critically, ask questions, and explore beyond the toolkit's content.