

CAILI SAFE STARTER GUIDE

A plain-language checklist for trying artificial intelligence carefully, protecting your information, and keeping your own judgment in control.

START HERE

AI tools can help brainstorm, summarize, explain, organize, and revise. They can also produce confident answers that are incomplete, biased, outdated, or false. Use them as assistants, not authorities.

Do not enter information you would not want stored, reviewed, or exposed. When in doubt, remove names and identifying details before using an AI tool.

1. Choose a low-risk first task

- Ask for a plain-language explanation of a topic you can verify.
- Brainstorm questions for a meeting or appointment.
- Improve the organization or tone of text you already wrote.
- Create a checklist, study outline, or list of options to investigate.

2. Protect private information

- Do not share passwords, account numbers, Social Security numbers, medical records, or private legal documents.
- Avoid entering full names, personal email addresses, phone numbers, or street addresses.
- Remove confidential employer, student, customer, and client information.
- Check the tool's privacy and data-use settings before uploading files.

3. Ask for transparent help

Tell the tool what you need, who the information is for, and how you want the response organized. Ask it to identify uncertainty, assumptions, and facts that need verification.

VERIFY BEFORE YOU RELY

Use this four-step check before acting on an AI response.

CHECK	WHAT TO DO
Source	Confirm important claims using an official, current, or expert source. Do not rely on invented citations or links.
Date	Check when the information was published or updated. Rules, prices, schedules, and public officials can change.
Fit	Ask whether the answer applies to your location, situation, age group, workplace, or eligibility requirements.
Impact	Use a qualified human for medical, legal, financial, safety, employment, or other consequential decisions.

KEEP YOUR VOICE

- Read the final text aloud. Revise anything that does not sound like you.
- Use AI to support your thinking, not replace learning, relationships, or accountability.
- Disclose AI assistance when a school, workplace, funder, or publisher requires it.
- If a tool makes a recommendation about another person, pause and check for bias or missing context.

QUICK PROMPT TO TRY

"Explain this topic in plain language. Separate facts from suggestions, identify anything you are uncertain about, and tell me what I should verify with an official source."

Need more support? Visit the [CAILI Learn & Resources](#) page for curated local and online options. Resource availability changes, so confirm current details with each provider.