

# Guide on Using AI Safely & Responsibly

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## 3 RULES TO ALWAYS REMEMBER

1. Never share your SSN, bank details, passwords, or Medicare ID with an AI tool.
2. If a message or answer feels urgent or emotional, pause, stop and verify it first.
3. If something doesn't feel right, ask a trusted family member, friend, or professional before making a decision.

## UNDERSTANDING AI

### 1. What is AI?

- a. AI (Artificial Intelligence) is technology that can perform some tasks that normally require human intelligence, such as understanding language, answering questions, recognizing images, and generating text or images.

### 2. What Can AI Help With? - Use AI to help with everyday tasks

- a. Writing emails and messages
- b. Planning meals or trips
- c. Summarizing long articles
- d. Brainstorming ideas
- e. Explaining difficult topics
- f. Translating languages
- g. Organizing information

### 3. Know how AI works, its capabilities & limitations

- a. AI learns from huge amounts of examples, finds patterns, and uses those patterns to make predictions; it doesn't think or feel like a person.

### 4. Recognize when AI makes mistakes

- a. AI can sometimes generate incorrect information that sounds convincing. This is often called an **AI hallucination**, so it's important to verify important information before acting on it.

#### 5. Identify AI-powered scams

- a. Scammers use AI to create convincing phishing messages, cloned voices, and fake photos or videos.

#### 6. Use AI safely

- a. Treat AI answers like advice from a knowledgeable stranger, helpful, but always worth verifying before you act.

## THINGS AI CAN DO VS. THINGS AI CANNOT DO

| ✓ AI Can                                                     | ✗ AI Can't                         |
|--------------------------------------------------------------|------------------------------------|
| Make everyday tasks easier (planning, reminders, organizing) | Always provide correct information |
| Improve communication and creativity                         | Think or understand like a human   |
| Help you find and understand information                     | Make important decisions for you   |
| Improve safety and accessibility                             | Protect your privacy automatically |

## 4 PRINCIPLES OF USING AI SAFELY

1. **Stay in Control** - Always read and think about AI's answer; don't just blindly trust it.
2. **Verify Before Acting** - Check important information with a trusted person or source. Ask yourself, "How do I know this is true?"
3. **Protect Your Privacy** - Never share SSNs, bank details, passwords, or Medicare IDs with AI.
4. **Ask for Help** - When in doubt, ask a family member or trusted helper before acting. Check with an official website, trusted person, or qualified professional.

## DO'S AND DON'TS WHEN USING AI

| X Avoid These                                                      | ✓ Best Practices                                                 |
|--------------------------------------------------------------------|------------------------------------------------------------------|
| Sharing Social Security, bank, or Medicare numbers with an AI tool | Use placeholders instead of real personal details                |
| Uploading personal photos or sensitive documents                   | Ask a trusted family member if you're ever unsure                |
| Trusting an AI answer without double-checking it                   | Assume free AI tools may store your conversations                |
| Acting fast on urgent or emotional requests                        | Pause before acting on anything that feels urgent                |
| Assuming a confident-sounding answer must be correct               | Verify important information elsewhere first                     |
| Skipping a call to a trusted person when unsure                    | For health, legal, or money matters, confirm with a professional |

## SAFER WAYS TO PHRASE A PROMPT

| X Risky                                                    | ✓ Safer                                                                                       |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| My SSN is 123-45-6789, is this a real letter from the IRS? | I got a letter that says it's from the IRS - what are signs a letter like this might be fake? |
| Here's my full bank statement, can you review my spending? | I spent about \$400 on groceries last month - is that reasonable for two people?              |
| My login is [username/password] - why can't I sign in?     | I'm getting an error trying to log into a website - what are common reasons for that?         |

## WATCH OUT FOR AI-POWERED SCAMS

1. **Phishing:** Scammers use AI to write far more convincing phishing emails and text messages than before.

2. **Voice Cloning:** AI can mimic a family member's voice asking for emergency money. Always hang up and call them back on a known number.
3. **Deepfakes:** AI can create realistic fake photos and videos of real people.

**Red flag to remember:** If a message or call feels urgent, emotional, or asks for money or personal information. Pause and verify independently before doing anything.



*Your Trusted AI Partner*

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## Continue Your AI Learning Journey

Our goal is to help you use AI with confidence and good judgment. AI is constantly evolving.

Stay connected with us for practical resources and updates.

Receive simple AI tips, helpful resources, and updates to learn how AI can make everyday life easier and safer directly in your inbox: <https://shreya-gupta.beehiiv.com/>

Book a free consultation: [aivahan.com/schedule](https://aivahan.com/schedule)

Email us: [info@aivahan.com](mailto:info@aivahan.com)

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