

AI SAFE

Before you use an AI tool

A quick guide for learners

AI can help you learn, revise, create and explore.
Before you use it, pause and ask four simple questions.



S Sense Check

- What is the AI helping me to do?
- Does the answer make sense?
- Can I check it using another source?
- Is it helping me think, or doing the thinking for me?



A Assess Data

- What information am I sharing?
- Does it include personal information, photos, schoolwork or someone else's details?
- Does the tool really need that information?



F Follow the Flow

- Where is my information going?
- Is this a school-approved tool or a public app?
- Could it connect to other files, accounts or services?



E Evaluate Actions

- What could happen next?
- Will I use this for homework, assessment or messages to others?
- Could the result be unfair, unsafe or misleading?



Use AI to support learning, not replace your judgement.

If you are unsure, speak to a teacher or trusted adult.

Find out more

CyberFirst Wales





Making Shadow AI Visible

A 20-minute learner activity

AI is already part of learning, revision, creativity and everyday apps. This activity helps you spot where AI already appears, talk about what helps, and decide what safe and responsible use looks like.



Make AI use visible.



Understand why people use it.



Decide what support is needed.



STARTING PRINCIPLE

This is a conversation about learning, not blame.

The aim is to understand what is already happening so useful practice can be supported and risks can be discussed.



S
SENSE
CHECK

A
ASSESS
DATA

F
FOLLOW
THE FLOW

E
EVALUATE
ACTIONS



Designed for secondary schools, colleges and learner groups

Use it in tutor time, Digital Competence, PSHE, computing or discussion activities.



Run the activity



20
minutes
total

Work through the steps below as a class,
tutor group or small team.

1

1. Where do we already meet AI?

0–3 mins

Think about places where AI already appears in learning or everyday life. Examples could include search, revision apps, chatbots, image tools, homework support, translation or accessibility features.



2

2. What have we used?

3–8 mins

Share any AI tools or features you have tried. What were you trying to do? Did it help? Was it for ideas, revision, organisation, creativity or something else?



3

3. Use AI SAFE

8–13 mins

Choose one example and talk it through using the four AI SAFE questions.

Sense Check. Assess Data. Follow the Flow. Evaluate Actions.



4

4. Keep, check, change

13–20 mins

Decide which uses of AI seem helpful, which need more questions, and which might need to be used differently.



Tip: good discussion is honest, respectful and practical.



AI SAFE discussion sheet

Pick one AI tool, app or activity and talk it through.

Tool or task we are discussing



S Sense Check

- What is the AI helping us to do?
- How will we check whether the answer makes sense?

A Assess Data

- What information is being shared?
- Does it include personal information, photos or schoolwork?



F Follow the Flow

- Where does the information go?
- Is this a school tool or a public app?

E Evaluate Actions

- What might happen next?
- Could the result be unfair, unsafe or misleading?



Good AI use is visible, thoughtful and safe.



KEEP • CHECK • CHANGE

Turn the discussion into action



KEEP

AI uses that seem helpful and appropriate



CHECK

AI uses that need more questions, guidance or support



CHANGE

AI uses that may need to stop or be used differently



Simple AI use tracker

Tool / feature	What it helps with	What data is involved?	Any action needed?



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