

AICADEMY · Course 4 · Free

Responsible and Safe AI.

Protect your privacy, use AI honestly, and spot fakes before they fool you

With the AICADEMY Team

6 lessons · About 45 minutes · Certificate of completion

*The last step to your
Starter Path certificate.*

Independent course. Not affiliated with any AI company. · Content checked Oct 2026

How this course works

Short lessons, real situations

Watch

Six short lessons, built around everyday situations.

Decide

Six real scenarios: okay, okay with changes, or not okay?

Quiz

Ten questions. Score 8 or more to pass. Retake as often as you need.

Certificates

This course's certificate, plus your Starter Path certificate if Courses 1 to 3 are done.

Note This course explains general principles, not legal advice. Your school or employer's rules always come first.

By the end of this course

Five things you'll be able to do

1 Protect private information
Yours and other people's, before you paste

2 Use AI honestly
Follow the rules, and say when you used it

3 Notice bias
And ask for fairer results

4 Respect creators
Copyright basics, and crediting sources

5 Spot fakes and scams
And check before you share or send money

LESSON 1 OF 6

What you should *never* paste

Once it's sent, you can't take it back.

Never paste these

Into any AI tool, on any plan

Passwords and codes

Passwords, PINs, one-time codes, and recovery keys

ID and bank numbers

Government ID numbers, card numbers, and bank details

Other people's data

Classmates' grades, patients' records, customers' details

Confidential work

Contracts, unreleased plans, and anything marked confidential

Private photos

Photos of other people, especially children, without permission

Health details

Yours or anyone else's, unless you've truly thought it through

Would you be comfortable if this appeared on a screen in a meeting? If not, don't paste it.

Remove it, then paste

You can still get help, without the private parts

Before

"Make a chart of these grades: Maria Santos 88, Kevin Lim 72, Aisha Bello 95..."

After

"Make a chart of these grades: Student A 88, Student B 72, Student C 95..."

Tip Replace names with labels, cut out ID numbers, and summarize instead of pasting whole documents.

Personal data is protected by law in many countries

The idea

Personal information belongs to the person it describes. Collect it only for a clear reason, keep it safe, and don't share it without a lawful basis.

In the Philippines

The **Data Privacy Act of 2012** protects personal information, and the National Privacy Commission enforces it.

Elsewhere

Many places have similar laws, like the GDPR in the European Union. The principles are much the same.

What it means for you

Pasting someone else's personal data into an AI tool can break these rules, and your school's or employer's policy.

LESSON 2 OF 6

Honest use in *school and work*

AI can help you learn, or help you avoid learning.

Help, or a shortcut that hurts?

It depends on the rules, and on honesty

Usually helpful	Usually not okay
Asking AI to explain a topic you're stuck on	Submitting AI-written work as your own
Getting feedback on your own draft	Using AI in an exam or test where it's not allowed
Brainstorming ideas, then writing yourself	Inventing sources or quotes and presenting them as real
Drafting a work email, then checking and editing it	Sending AI output to a client without checking it

First rule Your teacher's, school's, or employer's rules decide. When unsure, ask before you use AI.

Say how you used it

A short note builds trust

At school

"I used Claude to explain the topic and to check my grammar. The ideas and writing are mine."

At work

"First draft written with ChatGPT, then checked and edited by me."

In public

"Image made with AI." A short label on posts, flyers, and slides.

Honest about AI use = trusted with AI tools.

You're responsible for what you submit

Whoever hits send owns the result

Check facts

AI mistakes become your mistakes once you submit them.

Keep your voice

Edit until it sounds like you, and says what you actually think.

Keep learning

If AI does all the thinking, you skip the part that makes you better.

Remember AI is a tool, like a calculator. You still need to know when the answer looks wrong.

LESSON 3 OF 6

Bias and *fairness*

AI can repeat unfair patterns, unless someone notices.

Where bias shows up

Three common examples

Images

Ask for "a nurse" or "an engineer", and you may get the same gender, age, or skin tone every time.

Hiring

A screening tool trained on past hires can favor people who look like those hires.

Language

Tools often work best in widely used languages and accents, and worse in others.

Why The data over-represented some groups and under-represented others. The AI copied the pattern.

Notice it, and ask for better

Small habits that make a difference

1

Look at the whole set

Generate several images or examples. Do they all look the same?

2

Ask directly

"Show a range of ages, genders, and backgrounds."

3

Question assumptions

"What did you assume about this person? Why?"

4

Keep people in charge

For decisions about people, like grades or hiring, a human makes the final call.

Try it yourself

A two-minute experiment

Describe a typical scientist in two sentences.

"...He works long hours in a lab coat, surrounded by test tubes..."

Now describe five different scientists from different countries, ages, and fields.

What you'll notice The first answer often falls back on a stereotype. The second shows how much variety was always possible.

LESSON 4 OF 6

Copyright and *ownership*

Respect creators, and know the basics.

Copyright in three ideas

General principles, not legal advice

Creators own their work

Books, songs, photos, art, and code are usually protected, even without a © sign.

AI output is unsettled

In many places, including the US, work made entirely by AI with no human creative input generally can't be copyrighted. Rules differ and are changing.

Your input still counts

Your own writing, choices, and edits can be protected, even in a project that used AI.

In practice For anything commercial or important, check the tool's terms and your local rules, or ask someone qualified.

Habits that respect creators

Easy to follow, wherever you are

Don't copy on purpose

Don't ask AI to recreate a specific artwork, logo, character, or song.

Credit your sources

If you use someone's ideas or words, name them, with or without AI.

Check before you publish

Does it look a lot like something famous? Change it, or don't use it.

Read the terms

Some tools limit commercial use, or have rules about what you can make.

Make something new, not a copy of someone else's something.

LESSON 5 OF 6

Deepfakes and *scams*

If it's urgent and emotional, slow down.

Warning signs

Scams use emotion and hurry, not just technology

Urgency "Do it now, there's no time to explain."

Secrecy "Don't tell anyone, not even your parents."

Unusual payment

Gift cards, crypto, or a new bank account "just this once".

Too good to be true

A famous person promising guaranteed profits.

Something feels off

Odd wording, strange pauses, lips not quite matching the voice.

New number or account

"I lost my phone, this is my new number."

Check before you act

Four habits that stop most scams

1

Pause

Urgency is the scammer's main tool. A real emergency survives a five-minute check.

2

Call back on a number you know

Hang up and call the person on the number you already have, not the one that contacted you.

3

Agree a family code word

A word only your family knows, to ask for in any urgent call for money.

4

Check before you share

Shocking video or photo? Look for the same story from trusted news sources first.

Got caught? Tell your bank right away, report it to the platform and local authorities, and warn the people around you.

LESSON 6 OF 6

A personal *AI checklist*

Five questions, every time it matters.

Five questions before you use an AI answer

Screenshot this one

1

Is it true?

Did I check it with a source, a second opinion, and common sense?

2

Is it private?

Did I share anything about me or others that I shouldn't have?

3

Is it fair?

Could it be unfair to someone, or repeat a stereotype?

4

Is it honest?

Am I following the rules, and saying how I used AI?

5

Is it mine to use?

Am I respecting creators, copyright, and the tool's terms?

Your activity · about 10 minutes

Six scenarios. You decide.

Scenario	Your call
1 · Pasting your class's grades, with names, to make a chart	Okay · Okay with changes · Not okay
2 · Asking AI to explain a topic before writing your own essay	Okay · Okay with changes · Not okay
3 · Using AI to make a voice message "from" a friend, as a joke	Okay · Okay with changes · Not okay
4 · Posting an AI image on your shop's page with no label	Okay · Okay with changes · Not okay
5 · An urgent call from "your cousin" asking for money to a new account	Okay · Okay with changes · Not okay
6 · Using AI feedback on a work report, then editing it yourself	Okay · Okay with changes · Not okay

For each Circle one, and write one reason using the five questions. Your guide has space and an answer key.

Quiz and certificate

Ten questions. Eight to pass.

The quiz

Ten multiple-choice questions on all six lessons. About ten minutes.

Pass mark

Score 8 or more. Missed it? Review the lesson, wait ten minutes, and try again.

Your certificate

Ready the moment you pass, with your name, the date, and a link anyone can verify.

Starter Path

This is the last one. Pass it, with Courses 1 to 3 done, for the Starter Path certificate and 20% off the Claude Code course.

Cheat card · screenshot this

Responsible AI on one card

Never paste Passwords, IDs, bank details, others' data

Remove first Replace names with labels, then paste

Rules first Your school's or employer's rules decide

Say so Note how you used AI. Label AI images

Bias Look at the whole set. Ask for range

Copyright Don't copy on purpose. Credit sources

Scams Pause. Call back on a number you know

Five questions True · private · fair · honest · mine to use

What's next

Your Starter Path is complete

Starter Path certificate

Issued when Courses 1 to
4 are passed

20% off

Your code for the Claude
Code course

Bridge courses

AI for School and Work,
and Web and Terminal
Basics

Claude Code

Build real things. Module
1 is free

Explore the Claude Code course

You're ready to build.