**AI Reflection Checklist for Students**

**Learning**

* In using this tool am I replacing my learning such as opportunities to practice skills like creativity, problem solving, researching, or writing?
* Does the tool provide feedback or insights that add to my learning process?
* Does using this tool help improve my digital literacy and understanding of AI technologies?
* Would the AI be able to understand the nature of the task I am giving it? (Can I prompt the AI correctly?)
* Is this the best AI tool for the job or could I find something better?

**Data**

* Are the output(s) it provides accurate and real? i.e. Are the references real?
* Where is the tool getting its data?
* Does this tool store my data, prompts or personal information?
* Who has access to the database of inputs I’ve given this tool?
* How safe is the data I’ve stored in this tool?

**Ethics & Safety**

* Is the final output something that communicates my ideas in a way I could demonstrate if asked?
* Do I know (and have I referenced) where the information and analysis I have used come from?
* Is the data and information I’m getting from legal and public sources?
* Have I considered the bias in the training data and output?
* Does AI replicate any existing societal biases, or introduce new ones? How can I test this?
* Does the tool represent/draw from global perspectives and knowledge?
* Am I informed about the AI tool's limitations and the potential for misinformation or errors?

**Consequences**

* Does my use of this tool for this task mean I am at risk of academic malpractice such as plagiarism or copyright infringement?
* Who owns what is produced and what am I allowed to do with it?