

Highest Awards & AI: Be Smart, Be Safe, Be You



Artificial Intelligence (AI) can be super helpful, but it works best when you know how to use it safely and responsibly. These are tips to help you use AI in a way that protects you, respects others, and keeps things real.

Using AI Without Losing Your Voice

AI tools can give you a boost, but your brain should always be in charge, and the real work should come from you.

Smart Ways to Use AI:

- Using AI to get inspired
- Brainstorming ideas and researching community needs
- Drafting outlines or templates
- Getting help organizing your thoughts
- Asking AI for questions that help you explore something
- Checking spelling and grammar
- Creating design ideas to inspire your own work
- Notetaking (with approval from all participants)

Avoid These AI Uses:

- Relying on AI to make decisions for you
- Presenting AI-generated work as your own
- Having AI complete forms, action steps, time logs, or reflections for you
- Using AI to write messages, emails, or content without reviewing or adding your own voice
- Using AI to avoid learning new skills that are part of your project or earning a Highest Award
- Relying on AI to measure your project's impact instead of doing it yourself
- Using AI to create fake photos, videos, testimonials, or quotes

Don't Believe Everything AI Says

- Think critically. AI is a tool, not a replacement for your brain, voice, or values.
- Don't blindly trust AI – ask yourself if its answer makes sense for your project and community.
- Check AI content for biases, stereotypes, or anything unprofessional, inappropriate, or unclear. If it sounds off, unfair, or just wrong, trust your gut.
- Not everything AI says is true, so double-check important information and ask for sources to back up the facts.
- If you use AI to take notes, make sure you read them over and fix any mistakes before sharing.

GSWISE used AI to help create tips and examples shared in this tool.

Give Credit Where It's Due

If you use AI for your project, be upfront about it. Note in your paperwork or reflections that you used AI and explain how it helped you.

Examples:

- *“AI helped me check grammar and spelling in my draft. I made all final edits and ensured the content reflected my thinking.”*
- *“I used AI to help me brainstorm ideas and polish my project summary. I reviewed and edited everything, so it reflects my own ideas and voice.”*
- *“I asked AI for tips on how to explain my project clearly. I edited and rewrote all the text to reflect my own thoughts.”*

Ethical and Responsible AI Use

Girl Scouts use technology responsibly.

- Don't use AI to make content that's false, misleading, or harmful.
- Double-check AI information with trustworthy sources.
- Don't use AI-generated text, images, or code that could break copyright or intellectual property rules.
- Never use AI to create Girl Scout brand materials, like logos, merchandise, or trademarked images.
- Give credit if AI helped you brainstorm ideas or create visuals.

Protect Yourself and Others Online

When using AI tools, always keep safety and privacy in mind.

- **Don't share personal or private info** – This includes your or anyone else's name, address, phone number, age, grade, school, troop number, service unit, or info like medical or financial details.
- **Keep photos private** – Don't upload selfies or pictures of other people.
- **Think before you share** – Anything you type into AI might be stored, so treat it like posting online.
- **Use trusted tools** – Stick to AI tools recommended by teachers, organizations, or platforms you trust.
- **Check privacy settings** – If you can, update AI tool settings so your info isn't shared externally.
- **Don't use “Girl Scouts” or “Girl Scouts of Wisconsin Southeast.”** Say “non-profit” or “youth-serving organization” instead.
- **Ask an adult** if you're not sure whether something is safe to share.

Keep It Girl-Led: Your Leadership, Your Project

The Highest Awards celebrate your leadership, creativity, and impact. AI can help, but it should never do the work for you.

- **Show your own ideas and leadership** – Share your original thoughts, actions, and reflections on what you learned and accomplished.
- **Ask yourself: “Does this show my voice, my leadership, and my understanding of the issue I'm tackling?”** If yes, you're using AI the right way.
- **Use AI as a starting point, not the final answer** – Let it spark ideas, but your project choices and decisions should always come from you.
- **Keep it girl-led** – AI can suggest plans or strategies, but you're still the leader. Own the decisions.

The Highest Awards recognize Girl Scouts who take charge, solve problems, and create change in their communities. AI is just a tool to help you achieve it—use it smart, stay safe, and always be yourself!