

# AI Literacy for Parents & Teens

## Companion Workbook

A printable workbook to support the 6-week course.

### Inside this workbook

1. **Household AI Agreement** — five-section template, with signature fields (use in Week 5)
2. **SIFT Cheat Sheet** — fold-friendly fact-checking reference (use in Week 4, then keep)
3. **Mirror Commitment Cards** — fridge-ready commitment templates (use in Week 6)

**How to use it.** Print the sections you need. Fill them in by hand — the friction of writing is part of the point. Revisit and re-sign on the dates you've agreed.

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# Section 1

## Household AI Agreement

A written agreement between the people who live in this house about how we will — and will not — use AI.

This is not a rulebook one person hands to another. It is something every signatory helps write. If a section feels wrong, change the wording before you sign.

**Date drafted:** \_\_\_\_\_

**Review date (90 days from today):** \_\_\_\_\_

### 1. What we use AI for

The everyday, low-stakes uses we're all comfortable with. Be specific — "homework help" is less useful than "checking the structure of an essay after I've written it."

| # | We use AI for ... | Who this applies to |
|---|-------------------|---------------------|
| 1 |                   |                     |
| 2 |                   |                     |
| 3 |                   |                     |
| 4 |                   |                     |
| 5 |                   |                     |
| 6 |                   |                     |

## 2. What we don't use AI for

The uses we agree are off-limits in this house. Be specific about why where you can — it makes the rule easier to remember.

| # | We don't use AI for ... | Why |
|---|-------------------------|-----|
| 1 |                         |     |
| 2 |                         |     |
| 3 |                         |     |
| 4 |                         |     |
| 5 |                         |     |
| 6 |                         |     |

Examples to consider: uploading personal photos to image generators; sharing real names, addresses, or school names with chatbots; using AI to write something we'll claim is entirely our own; using AI companions as a substitute for a real friend or counsellor.

## 3. What we always disclose

When we use AI, we say so. List the specific situations where disclosure is required.

| # | When we use AI for ... | We tell ... |
|---|------------------------|-------------|
| 1 |                        |             |

| # | When we use AI for ... | We tell ... |
|---|------------------------|-------------|
| 2 |                        |             |
| 3 |                        |             |
| 4 |                        |             |

Examples: AI used on a school assignment, if asked. Photos edited with AI before being posted publicly. AI-generated text included in a message to extended family or friends.

## 4. Time and place rules

When and where AI use is paused. These are the rules that protect attention, sleep, and shared time.

- No AI use during meals
- No AI use after \_\_\_\_\_ pm on school nights
- No AI companion apps after \_\_\_\_\_ pm
- Phones and devices charge outside bedrooms overnight
- One screen-free day or evening per week: \_\_\_\_\_
- No AI use in the car when we're together
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

## 5. The call-a-human list

Situations where we stop using AI and talk to a real person. Write them out — vague rules fail under pressure.

**If any of these come up, I will close the app and talk to:**

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| # | If I am facing ...  | I will talk to ... |
|---|---|--------------------|
| 1 | Anything to do with my mental health or how I'm feeling     |                    |
| 2 | A medical symptom or worry about my body                    |                    |
| 3 | Legal trouble, or something that could become legal trouble |                    |
| 4 | A situation that scares me or feels unsafe                  |                    |
| 5 | A conflict with a friend, partner, or family member         |                    |
| 6 |   |                    |
| 7 |   |                    |

## Signatures

By signing, each of us agrees: we helped write this, we understand it, and we'll revisit it together on the review date above.

| Name (print) | Signature | Date |
|--------------|-----------|------|
|              |           |      |
|              |           |      |
|              |           |      |
|              |           |      |
|              |           |      |

**Where this agreement will live:** \_\_\_\_\_

**Who will call the review meeting:** \_\_\_\_\_

# Section 2

## SIFT Cheat Sheet

A two-minute habit for checking anything you read, watch, or are about to share — AI-generated or not.

Developed by digital literacy expert Mike Caulfield.

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### The four moves

#### S — STOP

Before you read on, share, or react: **stop**.

- Notice your emotional response. Strong feelings are a signal that someone is trying to move you.
- Ask: what do I already know about this topic? About this source?
- If you can't answer either of those, the next three moves matter more.

#### I — INVESTIGATE the source

Take 30 seconds to find out who's actually behind this.

- Open a new tab. Search the source's name plus the word Wikipedia.
- Look at who funds them, who runs them, what they're known for.
- Use **lateral reading**: don't trust the "About Us" page. See what other sources say about this source.
- For social media posts, check the account's other posts. Real account or repost farm?

#### F — FIND better coverage

Don't rely on one source. Find out what multiple credible outlets say about the same claim.

- Search the core claim — not the headline — in your own words.
- Look for coverage from outlets with different perspectives.
- If only one source is reporting it, that's a red flag.
- If the only sources are AI summaries, you've found zero original sources.

## T — TRACE claims, quotes, and media back to the original

Most online content is a copy of a copy of a copy. Go upstream.

- Find the original study, document, video, or photo.
- Read it (or at least skim it) in its original context.
- Ask: does the original actually say what this post claims it says?
- Quotes especially: real people get misquoted constantly. Find the source.

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## The AI-specific add-on

When the content you're checking was produced by an AI, two extra checks:

| Check                         | What to look for   |
|-------------------------------|--|
| <b>Hallucinated citations</b> | Click every source link. AI invents URLs, book titles, court cases, and study names that don't exist. If a link 404s or the cited paper can't be found, the rest is suspect. |
| <b>Hallucinated quotes</b>    | Search the exact quoted text in quotation marks. If it appears nowhere except the AI's reply, it was invented.   |

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## The 2-minute checklist

Cut this out, fold it, keep it in a wallet or stick it on a laptop.

BEFORE I SHARE OR ACT ON THIS:

S – I stopped. I'm not reacting on impulse.

I – I know who made this.

F – I found at least one other source.

T – I traced the claim to its origin.

If the content was AI-generated:

Citations are real (links open, work).

Quotes appear in non-AI sources.

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## Family practice prompts

Use these together for 5 minutes a week to keep the habit alive.

1. "Show me one thing in your feed today that you almost shared. Let's SIFT it."
  2. "Pick a claim you're pretty sure is true. Trace it to its origin. Is it still true after you've traced it?"
  3. "Find an AI-generated answer with a citation. Click the citation. Did it open?"
  4. "What's a topic you and I disagree on? Run a SIFT on each other's strongest source."
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# Section 3

## Mirror Commitment Cards

For the Week 6 activity. Each person — parent and teen — fills out their own card. Cards are exchanged. Then they go on the fridge, or on a bedroom door, somewhere both people will see them.

The rule: every commitment must be something the other person will be able to see you doing or not doing. “I’ll be more present” doesn’t count. “I’ll leave my phone in the kitchen during dinner” does.

Print **at least two copies** of the card below — one per person. Print more if you have a larger household.

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**Card 1**

MIRROR COMMITMENT CARD

My name: \_\_\_\_\_

I'm making these commitments to: \_\_\_\_\_

Today's date: \_\_\_\_\_

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The three things I'll change, that you'll be able to see:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

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If I slip, you have my permission to point it out without me getting defensive.

Signed: \_\_\_\_\_

## Card 2

### MIRROR COMMITMENT CARD

My name: \_\_\_\_\_

I'm making these commitments to: \_\_\_\_\_

Today's date: \_\_\_\_\_

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The three things I'll change, that you'll be able to see:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

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If I slip, you have my permission to point it out without me getting defensive.

Signed: \_\_\_\_\_

## Examples to spark ideas

If you're stuck, here are commitments other families have used. Don't copy them — use them to find your own.

### Parents have written:

- I'll leave my phone in the kitchen during dinner, every night.
- I'll say out loud when I'm using AI to write something — including emails to school.
- I'll ask you before posting a photo of you on social media.
- I'll stop checking my phone in the first five minutes after you walk in the door.
- When I don't know something, I'll say "I don't know — let me check" instead of guessing.
- I'll keep my laptop closed during our weekly check-in.

### Teens have written:

- I won't use my AI companion app on school nights.
- I'll tell you which apps I'm using AI in, when you ask.
- I'll put my phone face-down at meals.
- I'll come and find you to talk before opening an AI chatbot about something personal.
- I'll show you, once a week, one thing I made or learned with AI.
- I'll close TikTok before going to bed.

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## The monthly check-in

After the cards are exchanged, put a **monthly 30-minute check-in** on the calendar. Same time each month. Three questions:

1. What did AI help us with this month?
2. What did AI cost us this month?
3. Does our household agreement still fit, or does it need an edit?

**First check-in date:** \_\_\_\_\_

**Where the check-in happens:** \_\_\_\_\_

**Who calls the meeting if it gets skipped:** \_\_\_\_\_

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End of workbook.

Built as a companion to the 6-week course "AI Literacy for Parents & Teens." Print, write on, fold, stick on the fridge. The friction of doing it by hand is part of the point.