

FRIDAY FOCUS GUIDE

AI SMARTS FOR TEENS

Use AI with purpose, stay in control, and think for yourself.

A student guide for thinking clearly, prompting wisely, checking facts, protecting privacy, and building future ready skills.



THINK FIRST

Know your purpose before you ask AI for help.

Better questions.
Better outcomes.



PROMPT BETTER

Ask clear questions that lead to useful support.

Clear prompts.
Stronger results.



CHECK ALWAYS

Verify facts before you trust, share, or submit.

Check it. Cite it.
Own your work.



THE BIG IDEA

AI can supercharge your learning, creativity, and productivity—but only when you stay in the driver's seat. Use it to explore ideas, overcome challenges, and organize your thinking. Never let it replace your judgment, effort, voice, or integrity.

*Think.
Check.
Own it.*



FOCUS FIRST

Use AI as a tool, not a substitute.



CHECK BEFORE TRUST

Question, compare, and verify.

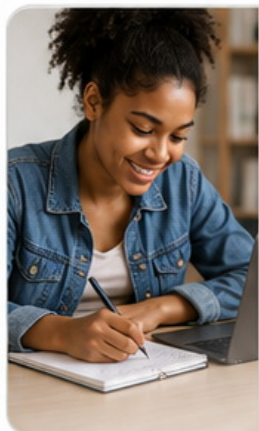


FUTURE READY

Build skills, judgment, and confidence.

WHY AI SMARTS MATTER

AI is becoming part of school, work, creativity, and everyday decision making. Teenagers need more than access. They need judgment, discernment, and responsibility.



AI CAN HELP WHEN...

AI can support your thinking, spark ideas, and save time—when you guide it well.

Examples:

- Get a clear explanation of a tough concept.
- Create practice quizzes and study plans.
- Brainstorm ideas for projects or writing.
- Get feedback on structure, clarity, or tone.
- Organize notes, outlines, or big ideas.

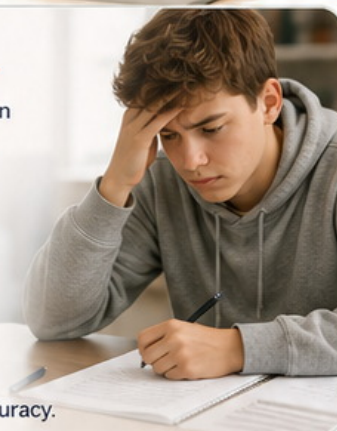


AI CAN HURT WHEN...

If used the wrong way, AI can weaken learning, trust, and your own voice.

Examples:

- Copying instead of learning.
- Skipping the hard thinking.
- Sharing private information.
- Submitting work that isn't yours.
- Relying on AI without checking accuracy.



THE THREE SMART MOVES

1

ASK



Ask with purpose and context.

- Be specific about the task.
- Share the goal and audience.
- Set limits for depth and format.

Example: "Explain photosynthesis for a 9th grader using simple language and a real-world example."

2

CHECK



Compare, verify, and think critically.

- Check facts and details.
- Compare with trusted sources.
- Ask: Does this make sense? Does it match what I know?

Example: Cross-check claims with your textbook or a reliable source like Khan Academy.

3

OWN



Make it yours and take action.

- Add your ideas and voice.
- Apply it to your own life.
- Create, reflect, and grow.

Example: Use the idea as a springboard for your own project, solution, or reflection.

QUICK REFLECTION

When I use AI,
I want it to help me with:



THE TAKEAWAY

AI is most powerful when students use it to strengthen thinking, not replace it. Use the tool, keep the mind, own the results.

*Use the tool.
Keep the mind.
Own the results.*



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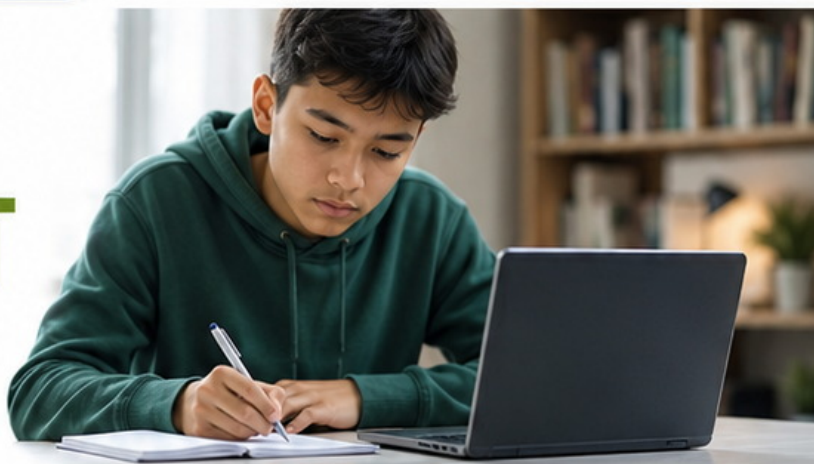


FUTURE READY

Build skills, judgment,
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THE AI TRAFFIC LIGHT

Before using AI, decide what kind of help you are asking for. Some uses build learning. Some require caution. Some cross the line.



GREEN LIGHT

Good support

Use AI to learn, plan, practice, or improve.

- Brainstorm ideas after you know the assignment.
- Ask for an explanation in simpler language.
- Create practice questions before a quiz.
- Organize notes into a study plan.
- Get feedback on clarity after you draft.



YELLOW LIGHT

Use with care

Pause and check rules, sources, and ownership.

- Summarizing an article you have not read yet.
- Getting writing edits that change your voice.
- Using AI for homework steps without understanding.
- Relying on one answer for research.
- Using AI when the teacher said independent work.



RED LIGHT

Do not do this

These choices can damage trust, grades, or safety.

- Copying AI text and turning it in as your own.
- Letting AI complete the assignment for you.
- Sharing passwords, address, school, or private details.
- Trusting facts without checking.
- Creating fake quotes, sources, images, or evidence.



THE TAKEAWAY

A smart AI decision starts with one question, is this helping me learn, or helping me avoid learning?

*Choose the
right light.*



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PROMPT LIKE A PRO

A better prompt gives AI a clear job.
The more specific you are, the more
useful the response becomes.

THE FIVE PART PROMPT FORMULA

1 ROLE



Act as a study
coach.

2 TASK



Explain, quiz,
plan, or revise.

3 CONTEXT



Grade, topic, goal,
rules, or audience.

4 OUTPUT



Chart, bullets,
questions, or plan.

5 CHECK



Ask it to show limits,
assumptions, or
double-check.

PROMPT MAKEOVER

WEAK PROMPT

Explain photosynthesis.

- ✗ Too vague and open-ended.
- ✗ Doesn't set a role, audience, or goal.
- ✗ The answer may be too long, too basic, or not aligned to what you need.

STRONG PROMPT

Act as a 9th grade biology tutor. Explain photosynthesis in simple language for a visual learner. Then give me five quiz questions (with answers) that focus on the parts students usually confuse.

- ✓ Clear role and audience.
- ✓ Specific task and learning goal.
- ✓ Actionable output that supports understanding.



YOUR TURN

Rewrite this prompt, Help me study for my test.



- ✓ Who should AI act as? _____
- ✓ What's the task? _____
- ✓ What's the context? _____
- ✓ How should it respond? _____
- ✓ What should it check before finishing? _____



THE TAKEAWAY

Better prompts do not replace effort.
They make your effort more focused
and productive.



*Ask better,
learn deeper.*



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CHECK BEFORE TRUST

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and verify.



FUTURE READY

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FACT CHECK BEFORE YOU TRUST IT

AI can sound confident even when it is incomplete, outdated, or wrong. A smart student checks before using the answer.



THE CHECK BEFORE TRUST PROCESS

1 SOURCE

Where would this information come from?

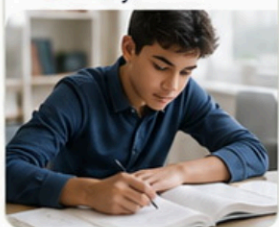
- Is this a known expert, organization, or site?
- Is the source credible and unbiased?
- Can I find it outside of AI?



2 DETAIL

Are names, dates, numbers, and terms accurate?

- Are facts specific enough to verify?
- Do the numbers or dates match trusted sources?
- Are key terms used correctly?



3 COMPARE

Do two trusted sources agree?

- Check at least two high quality sources.
- Do they say the same thing?
- If not, why is there a difference?



4 BIAS

What is missing or one sided?

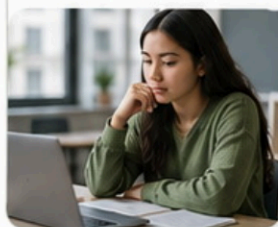
- Who wrote this and why?
- What perspective might be missing?
- If the language emotionally loaded or opinion based?



5 LOGIC

Does it make sense?

- Does the explanation follow logically?
- Are cause and effect clear?
- Would I explain it the same way?



CLAIM CHECK CARD

Use this whenever AI gives you a fact, quote, statistic, or source.

AI claim I need to check: _____

Trusted source I compared it with: _____

What I found: _____



THE TAKEAWAY

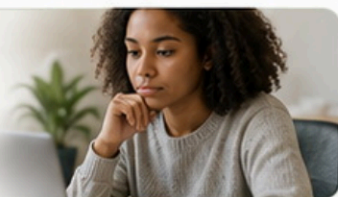
If the information matters, verify it.

Confidence is not the same as correctness.

PAUSE. CHECK. THEN USE.

The best students do not just accept information.

They test it, understand it, and use it wisely.



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and verify.



FUTURE READY

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and confidence.

KEEP YOUR VOICE

AI should help you improve your work. It should not erase your personality, effort, ideas, or responsibility.

THE OWNERSHIP PROCESS



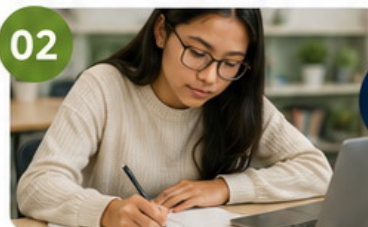
01



THINK

Write your own first thoughts before asking AI.

Start with your ideas. AI should support them, not replace them.



02



DRAFT

Create a rough draft or outline in your words.

Your first draft doesn't need to be perfect. It just needs to be yours.



03



ASK

Ask for feedback, questions, or clarity.

Use AI like a tutor, not a shortcut. Ask better questions.



04



REVISE

Make final choices yourself and explain them.

You are the author. Own your final version.



WARNING SIGNS

- You cannot explain what the answer means.
- The final work sounds nothing like you.
- You skipped the thinking part.
- You feel nervous because it is not really yours.
- Your teacher would not approve of how you used it.



USE AI WITH INTEGRITY

- ☒ I followed the assignment rules.
- ☒ I did my own thinking first.
- ☒ I checked facts that mattered.
- ☒ I revised in my own words.
- ☒ I can explain my final answer.
- ☒ I would be comfortable telling my teacher how I used AI.



THE TAKEAWAY

The best AI use still sounds like you, reflects your thinking, and follows the rules. Protect your voice. It is your most valuable input.



Your voice matters.



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PRIVACY AND DIGITAL REPUTATION

What you put into an AI tool may be stored, reviewed, or reused depending on the tool. Treat your information as valuable.

NEVER TYPE PRIVATE DETAILS INTO AI



Passwords



Home
address



School
details



Full
birthday



Photos of
IDs



Family
finances



Medical
details



Other
people's
secrets

WHY IT MATTERS

AI tools learn from patterns. Sharing personal details can put you, your family, or others at risk—and what gets typed today could be stored tomorrow.

THE THREE QUESTION PRIVACY CHECK



PRIVATE

Could this identify me or someone else?

Examples: address, face, full name, unique school info



SENSITIVE

Could this embarrass, expose, or harm someone?

Examples: struggles, health info, family challenges



PERMANENT

Would I be okay if this showed up later?

Examples: college apps, jobs, future opportunities

REAL-WORLD EXAMPLE

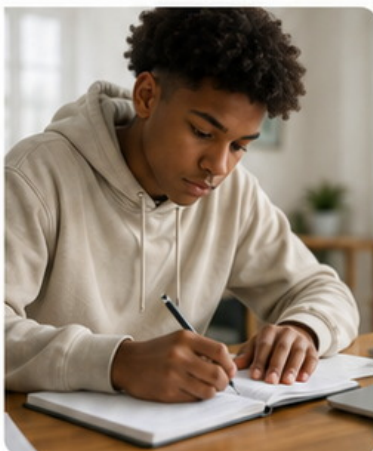
Instead of typing:
"My address is 123 Main St I live there with my mom."

Try:
"I need tips for studying at home with distractions."

Share the problem, not the personal details.

WHEN UNSURE

- ✓ **Ask an adult first.**
When in doubt, get guidance.
- ✓ **Remove names and private details.**
Use first names or initials only.
- ✓ **Use made up examples instead of real stories.**
Protect privacy while getting the help you need.
- ✓ **Review tool privacy policies.**
Know how your data may be used.
- ✓ **Trust your gut.**
If it feels too personal, don't share it.



REFLECT & APPLY

Take a minute to reflect on how you use AI. Answer honestly for yourself.

- ☐ Do I avoid sharing private information in AI tools?
- ☐ Do I check if what I share could affect me later?
- ☐ Do I ask for help when I'm not sure?
- ☐ Am I building a positive digital reputation?



THE TAKEAWAY

Smart AI users protect privacy first. Think before you type—your future is worth guarding.

*Protect yourself.
Protect others.
Protect your future.*



FOCUS FIRST

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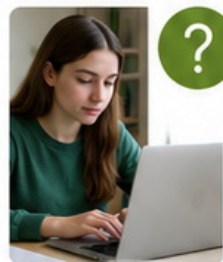
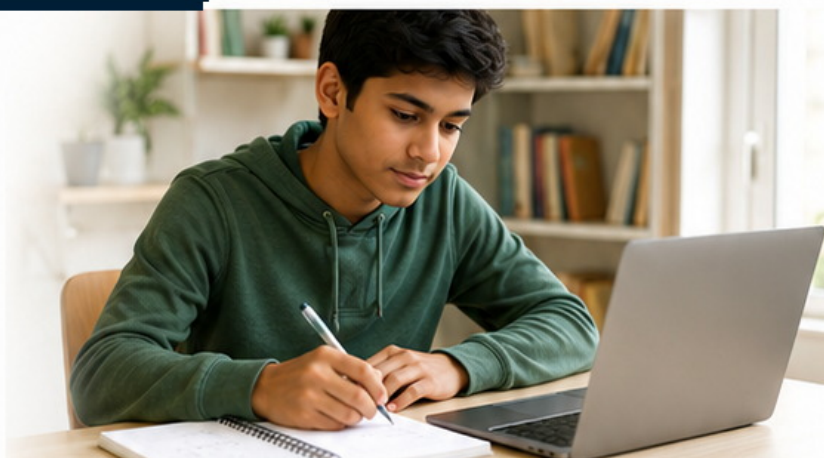


FUTURE READY

Build skills, judgment, and confidence.

AI STUDY LAB

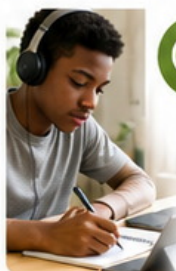
Use AI like a coach. A coach asks questions, gives feedback, helps you practice, and makes you stronger. A coach does not play the game for you.



QUIZ ME

Create questions one at a time, then wait for my answer.

- Start easy, then increase the challenge.
- Ask for hints instead of answers.



EXPLAIN TWO WAYS

Explain this once simply, then with an example.

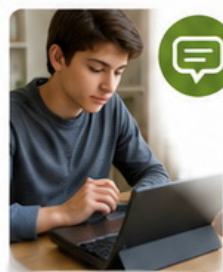
- Ask for a real life example.
- Ask them to connect it to something I already know.



MAKE A PLAN

Build a 30 minute study plan for this topic.

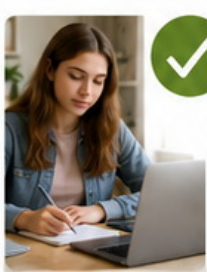
- Include focus time, practice, and review.
- Break it into clear steps.



ASK BETTER QUESTIONS

Do not give answers yet. Ask me questions first.

- Help me think deeper.
- Ask what I already understand.



FIND MY GAP

Use my mistake to show what I need to practice.

- Explain why I missed it.
- Give me similar questions to try.



REVIEW AND REFLECT

Help me summarize what I learned today.

- What went well?
- What should I review next time?

THE 20 MINUTE AI STUDY SPRINT

A simple routine. Big results.

3 min



Tell AI what topic you are learning and what is confusing. Be specific. Share your goal.

7 min



Ask for a short explanation and one example. Keep it simple. Then go a little deeper.

7 min



Ask for practice questions and answer without help. Explain your thinking out loud.

3 min



Ask what to review next based on your mistakes. Make a plan for your next study session.



THE TAKEAWAY

The goal is not faster answers. The goal is stronger memory, clearer thinking, and better practice.

Practice with purpose.



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FUTURE READY

Build skills, judgment, and confidence.

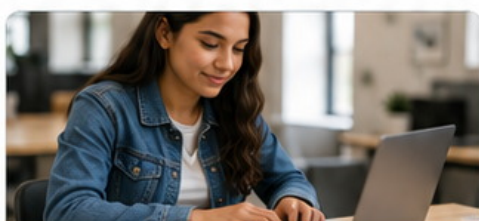
Practical insights.
Real strategies.
Future ready teens.

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FUTURE READY WITH AI

AI can help teens explore interests, prepare for first jobs, practice communication, and build confidence for the next step.

WAYS AI CAN SUPPORT CAREER READINESS



EXPLORE

Compare careers that fit my interests and strengths.



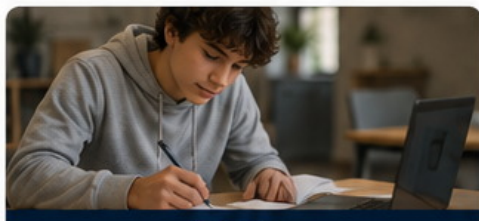
PREPARE

Practice interview questions for a first job.



COMMUNICATE

Draft a polite email to ask for information.



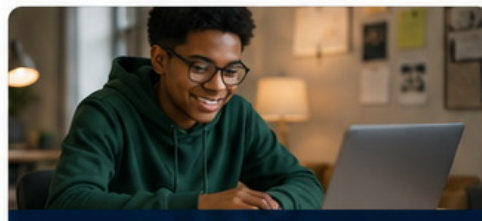
BUILD

Create a plan to learn one new skill.



REFLECT

Identify what I learned from an activity.



IMPROVE

Get feedback on a resume or profile draft.

FIRST JOB PROMPT BANK

- ☒ Act as a career coach. Ask me 10 questions to help identify jobs I may enjoy.
- ☒ Help me prepare for a first job interview. Ask one question at a time and give feedback after I answer.
- ☒ Review this resume draft for clarity, but keep my voice and do not invent experience.
- ☒ Help me write a respectful email asking about volunteer or job shadow opportunities.
- ☒ Suggest entry-level jobs that match my interests and skills.
- ☒ Help me create a 30-day plan to build my work skills and confidence.



THE TAKEAWAY

AI can help you prepare, but it should never fake credentials, exaggerate experience, or make promises for you.

Prepare honestly.



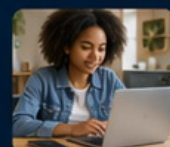
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YOUR AI SMARTS ACTION PLAN

You've explored how to think critically, use AI responsibly, and apply it to real-world learning. Now it's time to make it yours.



THE 7 DAY AI SMARTS CHALLENGE

- ✓ Ask AI to quiz you on one topic.
- ✓ Rewrite a weak prompt into a strong prompt.
- ✓ Fact check one AI claim.
- ✓ Use AI for feedback after your own draft.
- ✓ Practice an interview question.
- ✓ Create a study plan.
- ✓ Reflect on what helped and what did not.



Small actions.
Smart choices.
Stronger future.
You've got this.

MY AI RULES

I will use AI for:

I will not use AI for:

I will check facts by:

I will protect privacy by:



EDUQUENCHER SUPPORT

Bring this topic to life as a one hour teen training, workshop, or family learning session.

- Student friendly activities
- Prompt practice and discussion
- Digital responsibility guidance
- Study and career readiness tools

EduQuencher.com
info@eduquencher.com



THE TAKEAWAY

AI is not the goal. Stronger thinking, wise choices, and future ready confidence are the goal.

*Think first.
Use wisely.
Lead your future.*



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