

STOP Before You Prompt

Just because you *can* use AI doesn't mean you should. Ask four questions first.

Step 1: Ask the Four Questions

S

SKILL

Is this something I need to learn to do myself?

If you're practicing a skill, AI can take the practice away from you.

T

TRUST

Can I check if the answer is right? What if it's wrong?

AI can sound sure and still be wrong. Check the facts that matter.

O

OWNERSHIP

Am I allowed to use AI here? Will I be honest that I did?

Rules change from class to class and job to job. Look for the rule first.

P

PRIVACY

What information am I sharing? Is it safe to share?

Don't share names, ID numbers, or health or money details.

Step 2: Decide — Green, Yellow, or Red?



GO
Green

AI helps your goal, you can check the answer, and nothing private is shared.

EXAMPLE

Making practice quiz questions before a test.



CAREFUL
Yellow · Use with care

Use AI, but change how. Remove names, check facts, or try it yourself first.

EXAMPLE

Asking AI to explain a school letter, with names removed.



STOP
Red · Don't use

You need to build the skill, a mistake costs too much, it's not allowed, or it's private.

EXAMPLE

Having AI write your GED practice essay.

Put STOP Into Practice

ACTIVITY 1 Red Light, Green Light

15–20 min • Red, yellow & green cards

How it works

1. Read a scenario aloud.
2. Learners hold up green, yellow, or red.
3. Ask: "Which STOP question decided it?"
4. Spend the most time where the class disagrees.

Starter scenarios

- AI writes your GED practice essay.
- AI makes practice vocabulary questions.
- AI checks a medicine dose at work.
- AI matches your resume to a job post.

Lower levels: Start with S and P only, and add a picture to each scenario. **Extend it:** Learners write their own scenarios for the next round.

ACTIVITY 2 Same Task, Different Answer

10–15 min

The task: Write an email to your supervisor asking for a day off.

In English class, practicing emails

RED or **YELLOW**

You're building this skill. Write it yourself first.

At work, with a deadline

GREEN or **YELLOW**

Use AI, then check the tone and the details.

On a timed job skills test

RED

Not allowed. Follow the test rules.

Ask: Which STOP letter changed the answer? Then learners try it with a task from their own lives.

Language for Talking About AI

With learners

"AI can help with this later. Today we're building ___, so we'll do it ourselves first."

"Before you use it, let's STOP and check."

With colleagues

"I'm not asking if AI is good or bad. I'm asking when it helps learning."

"What skill do we want students to build here?"

With administration

"Our learners already meet AI in hiring and training. Teaching judgment is workforce readiness."

"A shared STOP check gives staff and learners the same language."