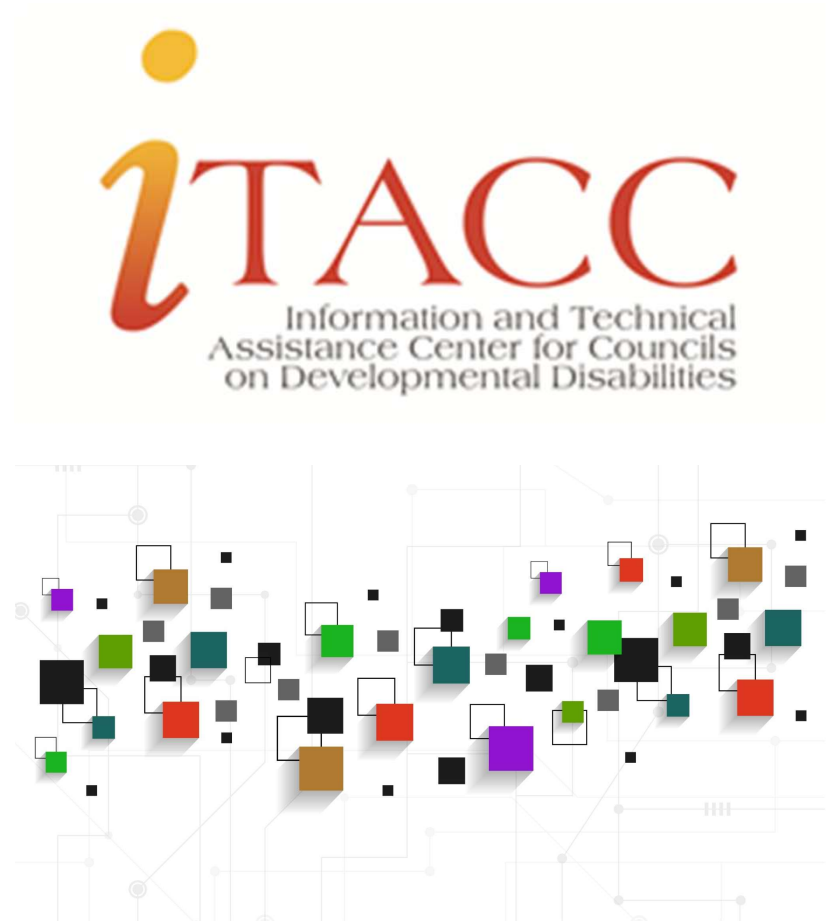
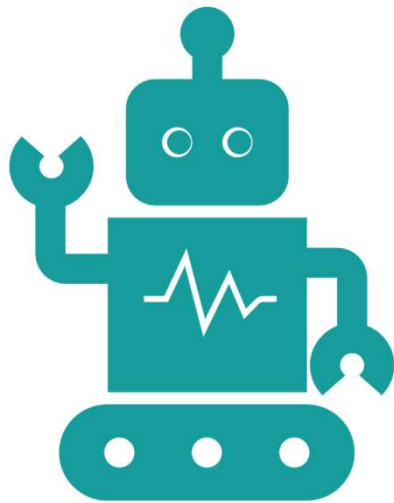


# Peer-2-Peer Knowledge Exchange

Technology – Using AI as a Support  
Tool



# What is Artificial Intelligence (AI)?



**Artificial Intelligence (AI)** is a type of computer tool that helps analyze information, find patterns, and create things like text, images, or suggestions. AI does not think for itself. It helps people make decisions by providing information.

## **Bottom Line**

- AI is a **tool**, not a decision-maker. When used thoughtfully, it can support efficiency, accessibility, and learning—while people remain accountable for outcomes.

# Responsible Use: Key Principles

**Human oversight:** People remain responsible for all decisions

**Transparency:** Be clear when AI is used to support work

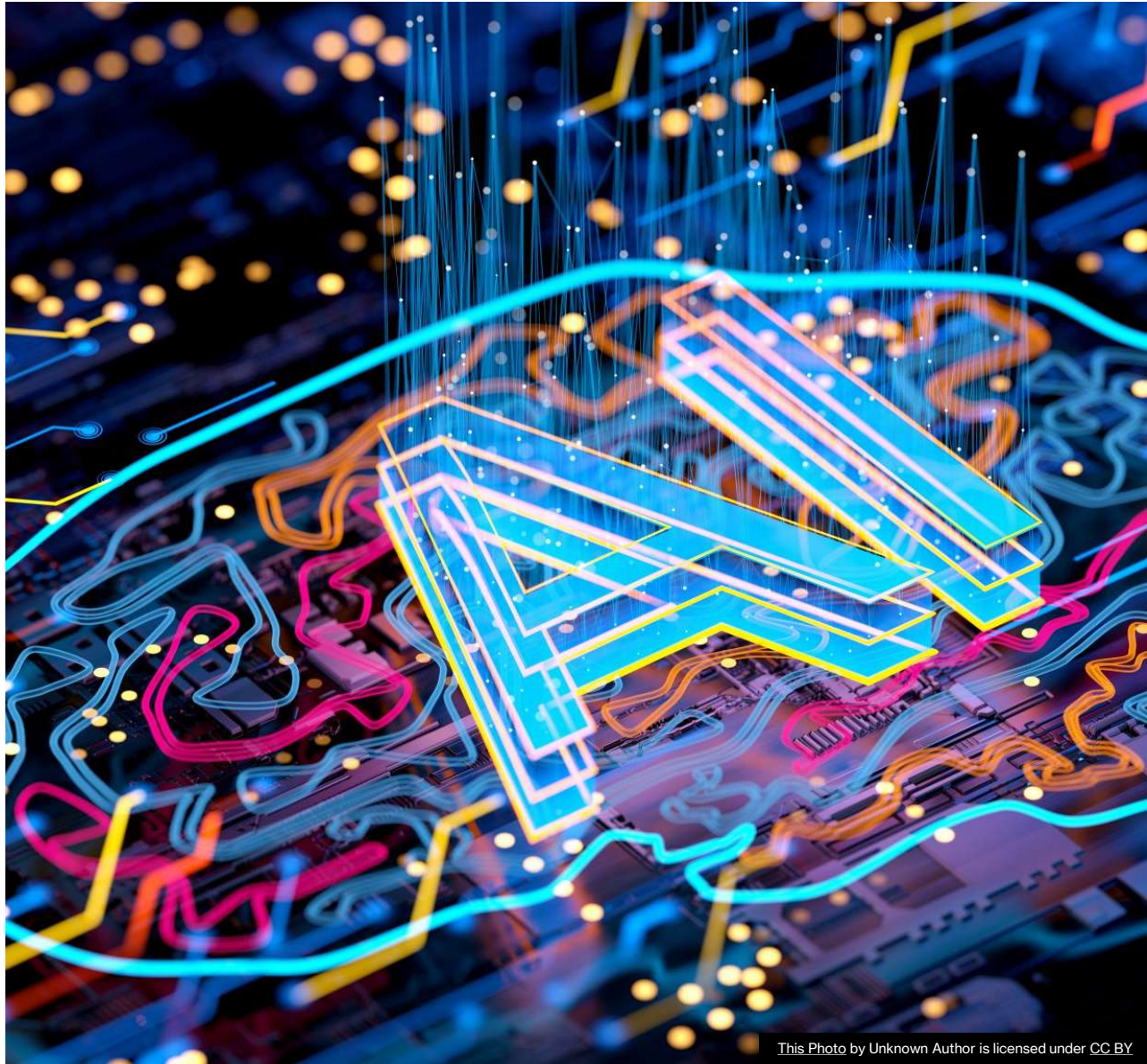
**Privacy:** Do not enter confidential or personal information

**Fairness:** Check for bias or unintended impacts

**Accessibility:** Use AI to improve access, not create barriers

# COMMON WAYS AI IS USED

How do you use AI tools?



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# Writing, Editing, and Plain Language

**Best for:** drafts, rewrites, summaries, clarity, accessibility

- **ChatGPT (free & paid)** – Drafting, summarizing, plain-language rewrites, brainstorming
- **Claude (free & paid)** – Long documents, thoughtful summaries, policy-friendly tone
- **Grammarly / GrammarlyGO (free & paid)** – Grammar, tone, clarity in emails and documents
- **QuillBot (free & paid)** – Paraphrasing and shortening text

## **Common tasks:**

- ✓ First drafts
- ✓ Easy Read or plain-language versions
- ✓ Editing for tone and clarity

# **Research, Search, and Information Gathering**

**Best for:** answering questions, finding sources, synthesizing info

- **Perplexity (free & paid)** – Research with citations
- **ChatGPT / Claude** – Explaining concepts, comparing options
- **Google Gemini (free & paid)** – Research tied to Google search and Docs

## **Common tasks:**

- ✓ Background research
- ✓ Explaining complex topics to non-experts
- ✓ Preparing briefings or FAQs



# Data Review and Pattern Identification

**Best for:** spotting themes, trends, or gaps (not final decisions)

- **ChatGPT / Claude** – Thematic analysis of comments or reports
- **Excel / Google Sheets AI features** – Basic data insights
- **Power BI / Tableau (paid)** – Advanced analytics (enterprise use)

## **Common tasks:**

- ✓ Summarizing public comments
- ✓ Identifying recurring issues
- ✓ Drafting data narratives



# Design, Graphics, and Visual Content

**Best for:** visuals, presentations, outreach materials

- **Canva AI (free & paid)** – Flyers, slides, social media, infographics
- **Midjourney (paid)** – High-quality illustrative images
- **DALL·E / image tools inside ChatGPT** – Concept images

## **Common tasks:**

- ✓ Board presentations
- ✓ Public-facing materials
- ✓ Outreach graphics



# Accessibility and Communication Support

**Best for:** improving access and inclusion

- **Speech-to-text tools** (built into Zoom, Google, Microsoft)
- **Text-to-speech readers**
- **AI captioning tools**
- **ChatGPT / Claude** – Plain language, Easy Read drafts

**Common tasks:**

- ✓ Captioning meetings
- ✓ Creating accessible documents
- ✓ Supporting different communication needs



# Productivity and Office Work

**Best for:** everyday staff efficiency

- **Microsoft Copilot (free & paid)** – Word, Outlook, Excel support
- **Google Workspace AI** – Docs, Gmail, Slides assistance
- **Notion AI (paid)** – Notes, summaries, task tracking

## **Common tasks:**

- ✓ Meeting notes and summaries
- ✓ Email drafts
- ✓ Task organization

# Quick Comparison Chart

Tool	Free Tier?	Paid Option	Notes
ChatGPT	✓	Plus/Pro (\$)	Free base, paid for GPT-4 & premium features
Claude	✓	Pro/Team (\$)	Free with daily limits
Google Gemini	✓	Advanced (\$)	Free basic usage, paid more power
Perplexity	✓	Pro (\$)	Free searches, paid more capacity
Midjourney	✗	Paid (\$10–\$60+)	No widely used free tier
Canva AI	✓	Pro (\$)	Free templates & AI with paid extra
GitHub Copilot	Limited	Pro (\$)	Some free via MS benefits, generally paid
Notion AI	✗	Paid (\$)	Add-on with workspace purchase

# Quick Guide

## Responsible Use of Artificial Intelligence (AI)

### Quick Guide for Staff and Council Members

#### What is AI?

AI tools assist with writing, summarizing, and organizing ideas.

AI supports people — not replaces **human judgment**.

#### How AI Can Help



Drafting

Create early drafts.



Summarizing

Shorten information.



Brainstorming

Generate ideas.



Editing

Improve writing.

#### Important Rules for Using AI



Protect Privacy

Do not enter confidential information.



Verify Information

Check facts and sources.



Humans Decide

People review and approve.



Use AI Responsibly

Avoid false or biased content.

#### Five Simple Rules for AI Use

- 1 Do not share confidential info.
- 2 Check AI content for accuracy.
- 3 Use AI as a helper, not a decider.
- 4 Edit to match our voice.
- 5 Be transparent about AI use.

Think Carefully • Act Responsibly • Human Oversight Matters

## **Optional footer for publications**

*All tools may be used to assist with drafting or editing materials. All content is reviewed and approved by staff before publication.*

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Training and technical assistance resources: [itacchelp.org](http://itacchelp.org)

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