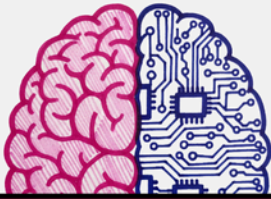




AI

vocabulary

workbook for schools

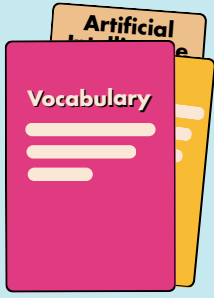


AI Explain tool



This workbook helps students and teachers learn the language of AI so it can be used with purpose and intention.

Name:



Section 1

AI vocabulary

Directions:

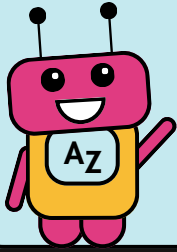
AI is fast-changing the way teachers and students think, create, and solve problems.

The purpose of this book is to build a common vocabulary around key terms and principles for using AI in school. When used with intent and purpose, AI can transform education for the better.

Not all AI tools are designed for schools—they may lack the safety and control required for classrooms. AI should only be used to strengthen a teacher's impact and students' progress - not to take shortcuts along the learning journey.

Students need skills to thrive in the future and [Kami's](#) AI-powered tools are built for education. They have proper guardrails to ensure AI empowers, not distracts from learning. Teachers and students can use AI-powered features without leaving Kami, and without needing to prompt in an AI chat.

Any thoughts, feedback or reflections?



Cracking the code

AI words made simple

Word

Meaning

Artificial Intelligence (AI)

AI is technology that allows machines to remember information, recognise text/pictures/videos, play games, or create code. It learns from examples of information and can reply to questions or prompts with human-sounding answers.

Data

Data is a formal word for information — facts, figures, or details collected so they can be stored, processed, and used.

Prompt

A prompt is the instruction, question, or text you give to a type of AI to tell it what you want.

Prompt Engineering

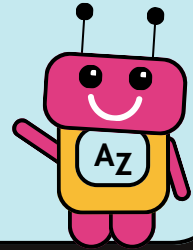
Prompt Engineering is the practice of learning to write a very useful prompt. You can learn how to make better questions or give great instructions so that you get the best, most useful AI response.

Bias

Bias is when something is unfairly influenced by a preference, opinion, or prejudice instead of being neutral or balanced. AI does not have the same amount of information from everyone in every part of the world. This means AI is biased. It gives information from the information it learns from — wherever that comes from.

Cracking the code

AI words made simple



Word

Meaning

Citation

A citation is a reference that shows where information comes from. It is always important to show "quotation marks" and to list the source of information when you use information without writing it in your own words.

Algorithmic Thinking

Algorithmic Thinking is a way of breaking down difficult problems into simpler, clear, step-by-step instructions that a computer (or a person) could follow.

Fact-checking

Fact-checking is when you check that information is true or correct by comparing it with trusted sources. Look up information in several places before you assume it is correct. AI is not always correct.

Ethics

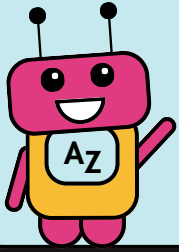
Ethics is the study of what is right and wrong, fair and unfair, or good and bad behaviour.

Machine Learning

Machine Learning is when computers learn from information to get better and better at tasks without being told exactly what to do.

Microsoft schools and AI

Microsoft schools have access to a range of free and paid AI tools, including Microsoft 365 Copilot Chat and AI-powered features within Teams for Education LMS.



Cracking the code

AI words made simple

Word

Meaning

Google Schools & AI

Google schools have access to a range of free and paid AI tools, including Google Gemini for Education and AI-powered features within Google Classroom LMS.

Generative AI

Generative AI, such as ChatGPT, is the type of AI that can create new content - such as text, images, music, video, art, games and code.

Notebook LM

Allows students to upload various documents and videos, then ask questions about the content to generate summaries, mind maps, and even podcasts of lecture notes.

Prompt engineering

Prompt engineering is the practice of writing a very useful prompt. You can learn how to make better questions or give great instructions so that AI give the best, most useful response.

LLM (Large Language Models)

A large language model (LLM) is a type of AI that works with huge amounts of information, finds patterns to try to understand that information, and then creates human-sounding responses to questions.

AI in schools word search

N	E	T	I	E	L	B	I	A	S	E	M	I	I	A
E	R	G	E	N	E	R	A	T	I	V	E	R	N	E
L	A	I	C	I	F	I	T	R	A	F	T	N	T	O
E	R	O	L	N	I	G	A	P	C	A	F	O	E	D
P	D	T	O	A	F	N	L	L	O	C	M	I	L	P
R	I	C	G	L	O	I	G	A	M	T	L	T	L	L
O	A	A	T	P	E	R	O	I	P	C	C	A	I	A
M	E	T	C	S	L	E	R	G	U	H	I	M	G	G
P	N	A	M	C	L	E	I	I	T	E	T	R	E	I
T	T	D	P	I	M	N	T	A	E	C	A	O	N	A
M	H	I	I	H	T	I	H	R	R	K	T	F	C	R
M	M	I	T	T	I	G	M	I	A	I	I	N	E	I
E	O	G	N	E	I	N	I	S	R	N	O	I	I	S
M	H	U	M	A	N	E	C	M	P	G	N	S	E	M

PROMPT · ARTIFICIAL · ETHICS · ALGORITHMIC · FACT CHECKING
INFORMATION · BIAS · CITATION · HUMAN · LLM · GENERATIVE
COMPUTER · INTELLIGENCE · DATA · PLAGIARISM · ENGINEERING

AI glossary

Use this template (or other [Kami Library](#) Glossary templates) to learn at least 8 AI words or terms. Use Kami's Understand tool to help you and then type, voice-type (Textbox tool) or write (Drawing tool) the meaning of each term in **your own words** in the right-hand column.

Glossary

Words / Terms

Definitions / Meanings

Challenge 1:

Use this workbook to learn and practice these vocabulary words through matching, illustrations, writing, and more.

Vocabulary to explore:

Match the word with its meaning:

1. **Data**

◀ When opinions or unfairness creep into results or AI.

2. **Bias**

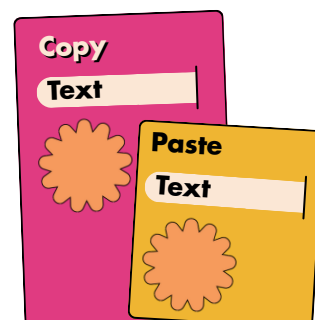
◀ Information collected, stored, or analysed.

3. **Citation**

◀ Giving credit to the original source of information.

Draw it out:

Plagiarism: Draw what it looks like when someone copies work without credit.



Draw it out:

Fact-checking: Draw yourself checking two different websites to confirm the truth.

Draw it out:

Generative AI: Sketch something brand new that AI could create (art, music, writing).



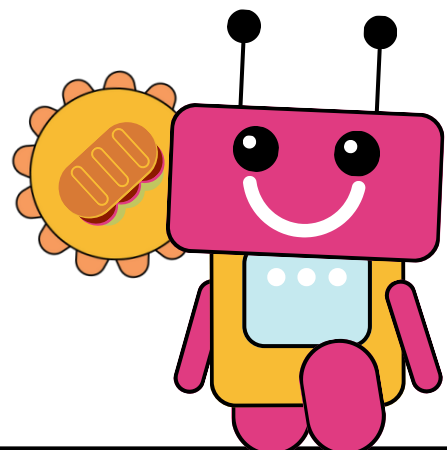
Scenario thinking:

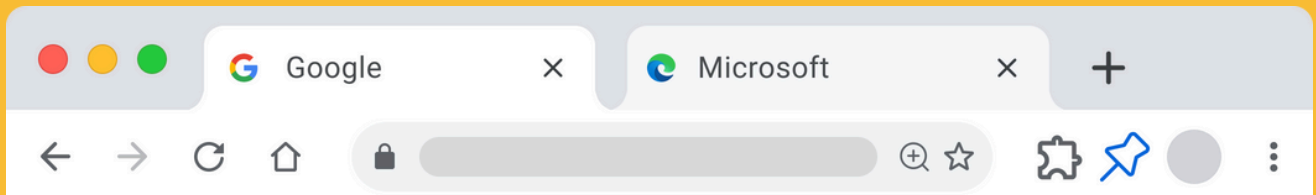
Ethics: Imagine an AI tool gives you a wrong answer. What would be the ethical way to handle it? Use any of the Comment tools to answer.



Scenario thinking:

Algorithmic thinking: Describe step-by-step how you would teach a robot to make a sandwich.





Does your School use Google or Microsoft accounts?

Which AI tools do you use the most? (explain why)

Google School AI options:

Microsoft School AI options:

Short answer and research:

Machine Learning: In 1–2 sentences, explain how a computer “learns” from examples.

How to learn vs what to learn:

If an AI tool gives you the answer to a mathematics problem, does that mean you understand how to solve it yourself?

How could you use AI to help you check that you understand how to solve this type of problem on your own?

When AI summarises a chapter for you, what steps do you still need to take to truly **learn** the material?

True or False:

AI can **HELP** you learn, but it **cannot** do the learning for you.

☐

In order to drive a car you need to ...

List some examples of **WHAT** you need to learn...

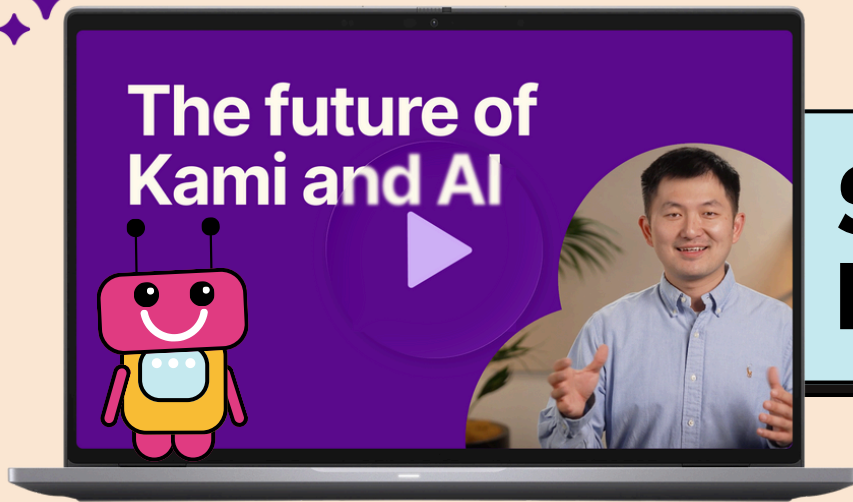
☐

Can AI help with any of this?

List some examples of **HOW** you need to learn...

☐

Can AI help with any of this?



Section 2 Kami and AI

Kami uses **AI to power tools** that assist educators and students by automating tasks, enhancing comprehension, and providing accessibility features. Kami works on any device, and for Google or Microsoft accounts.

AI support in Kami:



Questions AI: A teacher-only tool for generating questions from any resource brought into Kami, or converting short answer or multiple choice questions to self-marking Kami Questions to cut down on teacher-marking.



Explain tool: Breaks down concepts, diagrams and texts into digestible explanations for students. (Ideal for ELL students or anyone struggling with challenging material).



Relevel: Helps teachers differentiate and adjust content by grade and reading levels while keeping the original curriculum in tact.

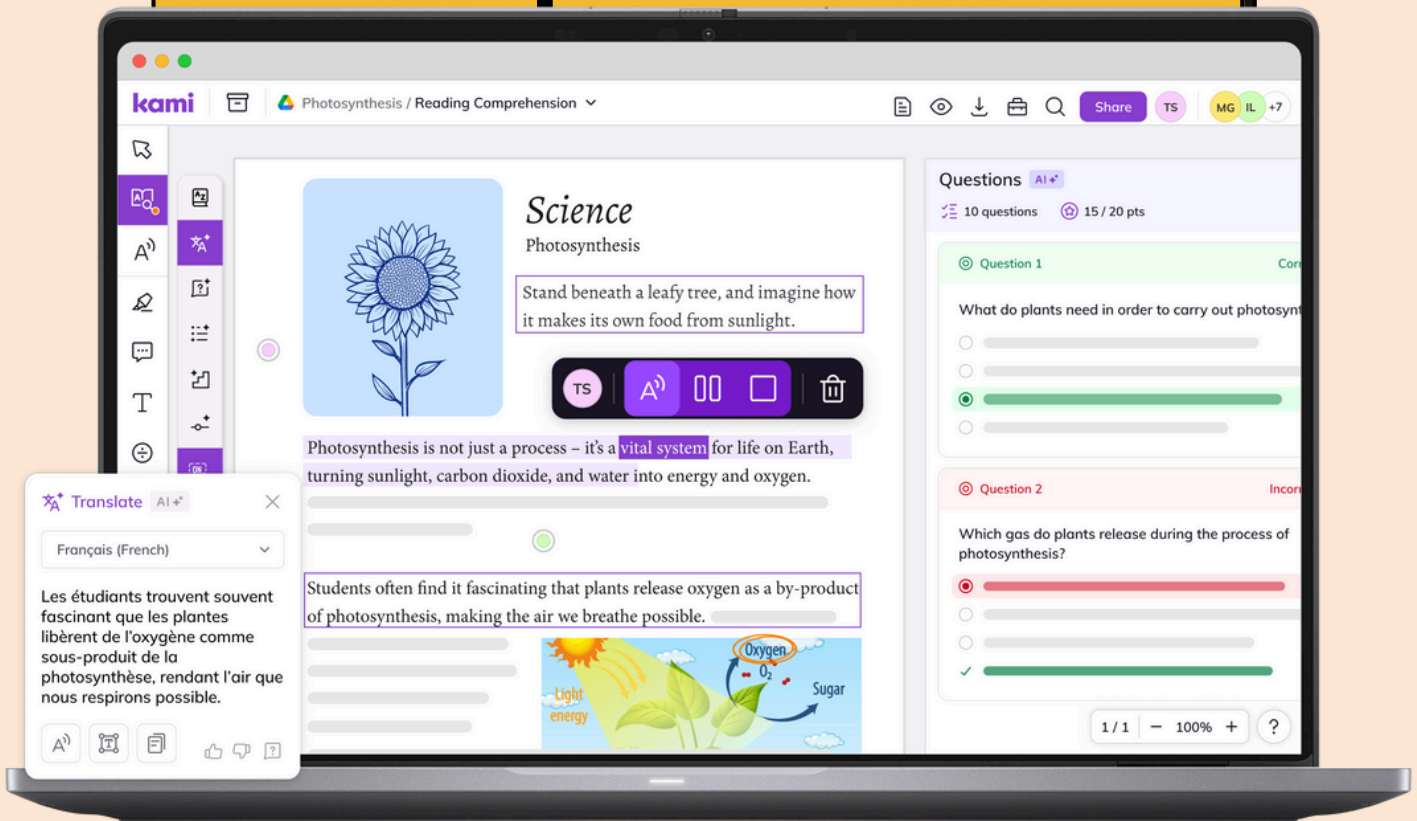


AI Translate: For emerging bilingual students, we have added a translate tool with over 100 languages.

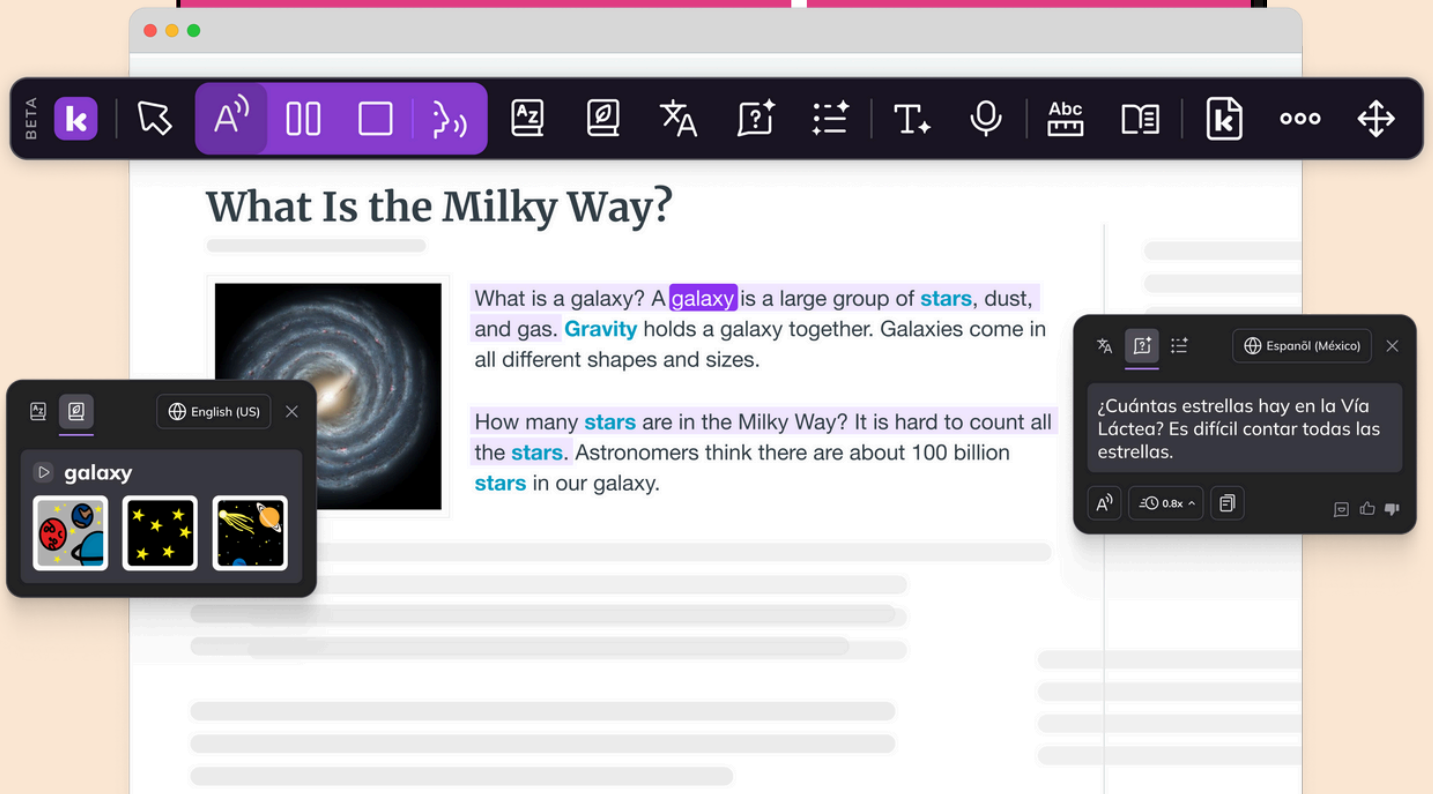


Kami Companion: A new floating accessibility toolbar that brings Kami's powerful accessibility and AI-powered features, giving students the support they need on any web page.

Kami's powerful tools



Kami Companion



Coming soon to Kami:



AI-powered grading suggestions: For written responses - which will streamline workflows without losing the critical and personal touch and drives student growth.



Math Aware: Will help students to understand the process and build deeper comprehension of complex math concepts.

Any thoughts, feedback or reflections?



Suggestions: Kami is committed to listening to teachers and students, in order to keep creating the best support for education. If you have feedback or suggestions, please let us know support@kamiapp.com

Thank you!

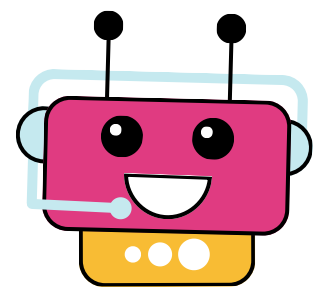


Short answer and research:

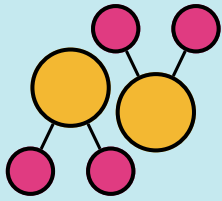
Notebook LM: Describe how this Google tool could help you as a student.

Short answer and research:

LMM (Large Language Models): Illustrate one cool thing you think a large language model (like ChatGPT) can do.

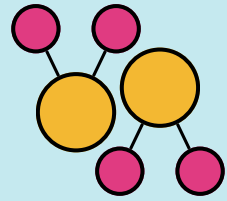


Any thoughts, feedback or reflections?



Section 3

AI brainstorm



Artificial Intelligence (AI)

Definition: Artificial intelligence has to do with machines learning, thinking, and solving problems almost like people do. It's a technology that allows computers to do things like create images, answer questions, or write stories.

Thinking with AI

Let's brainstorm some ways you already see AI in your life!

1. How do you think a streaming service (like Netflix or YouTube) uses AI to suggest what to watch next?

2. What about your phone? How does AI help with things like spell check or facial recognition?

Your turn:

Give one example of how you use AI in your daily life.



Section 4

AI safety



Schools and Districts should be able to opt-in or opt-out of AI functionality according to their state legislation or executive order. As indicated in the **EU AI Act** [<https://artificialintelligenceact.eu>], it is always important for teachers and students to know when they are using AI-powered features/tools and to understand what (if any) data is being stored when they use the tools.

AI systems that are known to be harmful in principle (for instance, those that involve social scoring, manipulative data, or using people's unique biological or behavioural characteristics to identify, track, or monitor them, often without their knowledge or consent) should not be used.

AI can be purposefully and efficiently used in education to make "suggestions", but must always allow teachers and students to edit/alter these suggestions with their important human and contextual knowledge. For instance, **Kami Questions AI** can generate questions from any content, but these always remain editable before being assigned.

Kami's AI Safety

Kami collects minimal student data necessary for service operation, prioritizing privacy and compliance with regulations like **FERPA** and **COPPA** and **GDPR**.

This data is used to provide the Kami platform, maintain its services, and communicate new developments, but it is not sold or used for advertising.

Kami is committed to student data protection, ensuring that collected information remains solely owned by the institution and does not disclose data to third parties for marketing purposes.

Teachers and Students can safely use Kami's AI-powered tools without individually prompting or needing to interact with any AI-chat.



Section 5

Device and AI policies



Its important to read and understand your School or District/School Group/MAT Device and AI Policies.

Make a note below of how to find your

- Device Policy:
- AI Policy:

What key points do you think should be included in these policies if they are not already in place?

Who should be involved in creating these policies?

Who should be told (informed) about the policies?

Any thoughts, feedback or reflections?



Section 6

Learning how to Prompt



What is a PROMPT?

Definition: A prompt is the information or instructions you type or voice-type into an AI tool, to get a specific response.

It's how you tell the AI what you want it to do. Or what you ask AI for.
The better your prompt, the better the result you will get!

Here are 6 steps to help you create a good prompt:

The 6-step prompt checklist

- ☐ **[Task]** Clearly define your end goal
 - ☐ **[Context]** Tailor your responses
 - ☐ **[Examples]** List an example in the ideal style, structure and tone
 - ☐ **[Persona]** Who should the response be from: list style & tone
 - ☐ **[Format]** Bullet points, markdown, table
 - ☐ **[Tone]** How should it come across? emotional context
- More important
- Less important
-

Adapted from: therundown.ai

Any thoughts, feedback or reflections?

Here is a prompt:



"Write my debate speech for me"



Does this prompt have all the elements of the 6-step prompt checklist?

The better your prompt, the better the result you will get!

Write a better prompt below, making sure you have include all the prompt checks.



GO FOR IT! Put your prompt into AI and see what you get!
Any thoughts, feedback or reflections?

Creating and refining a prompt

Write or type your first text prompt:



What results did AI give?

A large, empty light blue rectangular box with a black border, intended for displaying AI results.

The better your prompt, the better the result you will get!

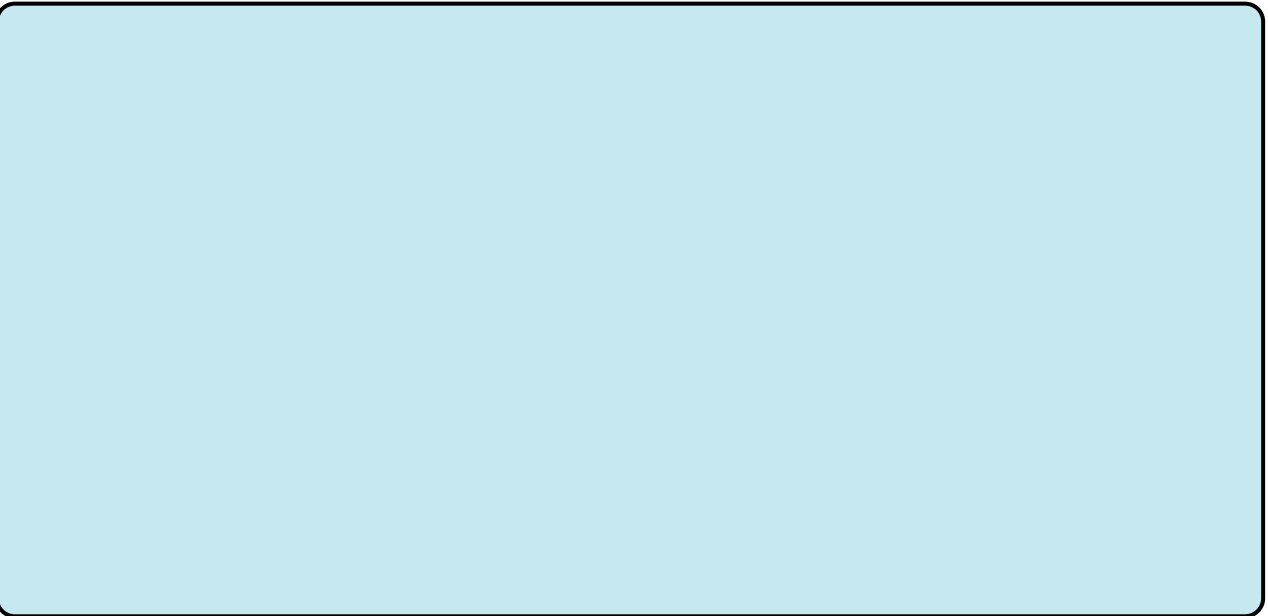
Any thoughts, feedback or reflections?

Creating and refining a prompt

Write or type your first image prompt:



What results did AI give?

A large, empty rectangular area with a light blue background and a thin black border, intended for users to paste or display AI-generated image results.

The better your prompt, the better the result you will get!

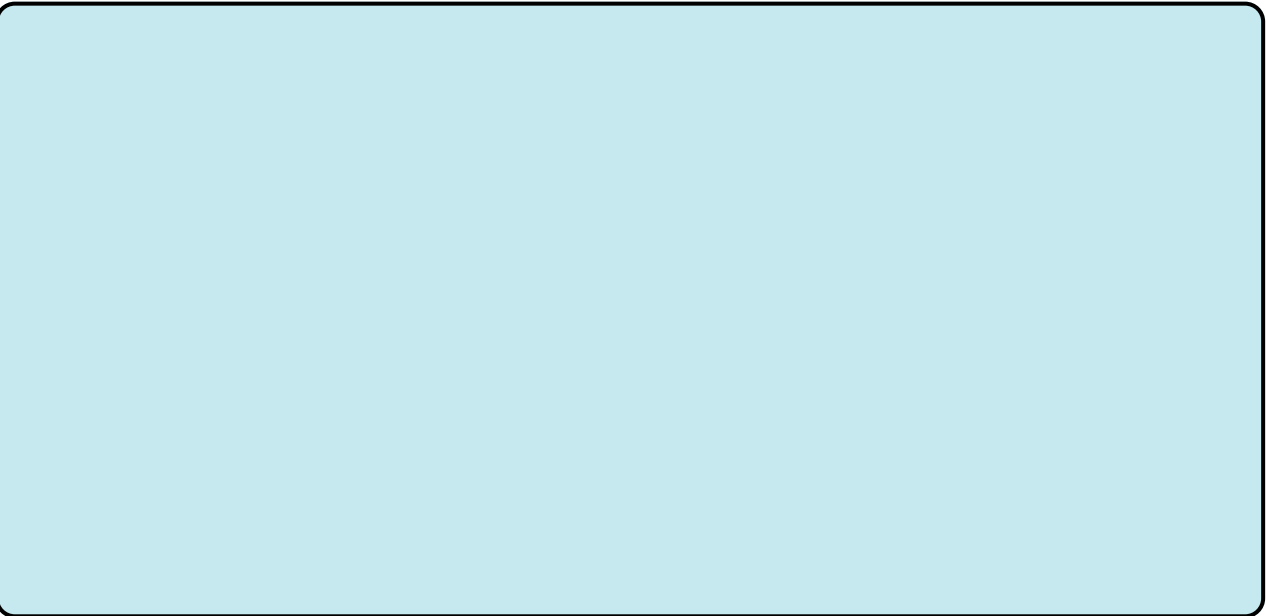
Any thoughts, feedback or reflections?

Creating and refining a prompt

Write or type your first video prompt:



What results did AI give?

A large, empty light blue rectangular area, likely intended for displaying AI-generated results or a video preview.

The better your prompt, the better the result you will get!

Any thoughts, feedback or reflections?



Prompt practice



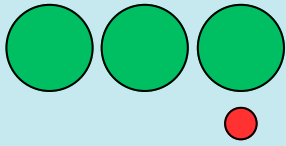
Prompt:



Remember the 6-step prompt checklist

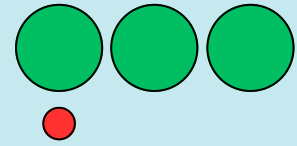
- ☐ **[Task]** is clearly defined.
 - ☐ **[Context]** Who is the task for?
 - ☐ **[Examples]** Example given?
 - ☐ **[Persona]** What role should AI take?
 - ☐ **[Format]** How do you want the response?
 - ☐ **[Tone]** In what tone should it be written?
- More important
- Less important
-

Adapted from: therundown.ai



Section 7

Bias



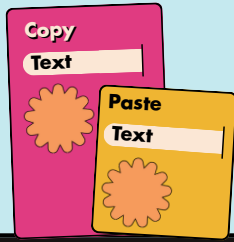
Definition: Bias is when an AI system shows favouritism or prejudice toward a certain group or idea. AI learns from the data it's trained on, so if the data is biased, the AI's responses will also be biased.

Spot the Bias:

Read the following sentences. Circle the ones that might show bias and use the comment tool to explain why:

- "All doctors are men."
- "Summer is everyone's favourite season."
- "Learning to code is easy for everyone."

Any thoughts, feedback or reflections?



Section 8

Plagiarism

Definition: Plagiarism is using someone else's words, ideas, or work and pretending they are your own, without giving them proper credit. When you use AI to help with your schoolwork, it is very important to make sure you do not accidentally plagiarise.

The Paraphrasing Challenge

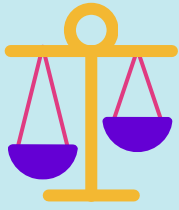
Read the paragraph below. Then, rewrite it in your own words to avoid plagiarism:

Original text: "The sun is the star at the centre of the Solar System. It is a nearly perfect sphere of hot plasma, heated to incandescence by nuclear fusion reactions in its core."

My version (in my own words):

Your turn:

In your own words, what is the best way to avoid plagiarism when using AI for your homework?



Section 9

Ethics

Definition: Ethics is a big word that means thinking about what is right and wrong. It also has to do with making sure we are using technology like AI in a responsible way that doesn't harm others.

Good AI citizenship

Let's brainstorm what is good and not good behaviour when using AI:

Good behaviour

Use AI to help brainstorm ideas.

Fact-check information from an AI.

Use AI to learn and understand a topic.

Bad behaviour

Use AI to write an entire paper and submit it.

Believe everything an AI says without checking.

Use AI to cheat on a test.

Your turn:

Draw a pet robot that can help others make good decisions.

Under the image, write three things that your pet robot will do to help others make those good decisions.



What are the 3 things?

