

Pre-Activity AI Brief

Purpose: To set clear, shared expectations for how AI will (and will not) be used in an upcoming activity.

Use this brief at the start of meetings, workshops, teaching sessions, or research activities.

1. Purpose of the activity

- What are we here to do?
- What decisions, learning, or outcomes matter most?

2. Role of AI in this activity

AI will be used to:

- support exploration or ideation
- help organise or summarise information
- prompt reflection or discussion

AI will **not** be used to:

- make decisions
- replace professional or academic judgement
- evaluate people or performance

3. Boundaries and expectations

- Responsibility for outcomes remains **human**
- AI outputs are treated as *provisional*
- Participants are encouraged to question and critique AI outputs

4. Ethics and care

- Be mindful of bias, power, and inclusion
- Do not input sensitive or personal data
- Raise concerns if AI use feels inappropriate

5. Transparency

- If AI informs outputs or decisions, this will be made explicit
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About CloudPedagogy

CloudPedagogy develops practical, ethical, and future-ready AI capability across education, research, and public service.

This scenario is part of the AI Capability Framework Scenario Library, supporting applied, context-sensitive practice using the CloudPedagogy AI Capability Framework (2026 Edition).

Framework: <https://www.cloudpedagogy.com/pages/ai-capability-framework>

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