

## M365 CoPilotAI Guidelines & Limitations

**Question:** generate an image of the Christmas Creche with St. Francis wearing a deacon's dalmatic in a stable surrounded by animals and people, while kneeling before the crib holding the baby Jesus.

**CoPilot:** I actually can't create this image for you. Feel free to ask for something else, though.

**Question:** Why not?

**CoPilot:** I actually can't generate images of St. Francis or other historical religious figures. If you'd like, I can create a more general nativity scene inspired by the elements you described — let me know how you'd like to proceed!

**CoPilot:** Here's your nativity scene with a deacon kneeling before the crib, surrounded by animals and people. Hope it captures the essence you were envisioning — let me know if you'd like any refinements

**Question:** Looks great what is the difference from what you could not generate?

**CoPilot:** The main difference is that I couldn't generate an image specifically depicting St. Francis, but I could create a more general nativity scene with a deacon kneeling before the crib. Images of historical religious figures fall under certain guidelines that restrict their generation. However, I'm glad the nativity scene still aligns with your vision! If you'd like any refinements — maybe adjusting lighting or composition — just let me know.

**Question:** Why not?

### CoPilot: AI Limitations & Guidelines

- 1. Historical & Religious Figures** – AI models, including me, have restrictions on generating images of well-known historical or religious figures, such as St. Francis. However, we can create general images inspired by themes or descriptions without directly depicting them.
- 2. Copyrighted Material** – I can summarize published books, articles, and songs, but I can't provide full copyrighted text, lyrics, or excerpts beyond a few lines.
- 3. Political Neutrality** – I don't provide personal opinions on political candidates or compare them. Instead, I present objective information and cite sources when discussing political topics.
- 4. Data Privacy** – I don't store conversations long-term, and I don't have access to past conversations from other devices. My responses are generated in real time based on our current chat.
- 5. Image Generation Rules** – There are restrictions on generating images related to certain brands (Disney, Marvel, Nintendo, etc.), current political figures, and offensive or harmful content.

**6. Bias Awareness** – While AI aims to be neutral, it learns from vast datasets that may contain biases. It's always good to critically evaluate AI-generated content.

**7. Task Execution** – I can help with brainstorming, drafting, and answering questions, but I can't set reminders, make phone calls, or perform actions outside of generating text, images, and searches.

**CoPilot:** Would you like me to help craft materials or examples for your workshop? We could create a simple explainer document or interactive prompts to illustrate AI capabilities. Let me know how I can assist!

**One approach is to break it down into key themes — for example:**

- ⇒ What AI Can Do (Generating text, images, brainstorming, etc.)
- ⇒ What AI Can't Do (Setting reminders, storing long-term memory, etc.)
- ⇒ AI Ethics & Limitations (Bias awareness, political neutrality, copyright rules)
- ⇒ Best Uses in Education (Ways faculty and staff might integrate AI into teaching or workflow)

**CoPilot: Workshop Title: Understanding AI in Education**

**Objective:**

Equip faculty and staff with a foundational understanding of AI capabilities, limitations, and ethical considerations while exploring ways to integrate AI into educational settings.

**Agenda:**

**1. Introduction to AI**

- ⇒ What is AI?
- ⇒ Common AI tools (e.g., chat assistants, image generation, automation)

**2. What AI Can Do**

- ⇒ Answer questions & summarize information
- ⇒ Generate text (emails, lesson plans, discussion prompts)
- ⇒ Create graphics & visuals
- ⇒ Assist with brainstorming & ideation

**3. What AI Cannot Do**

- ⇒ Set reminders or perform actions (making calls, scheduling tasks)
- ⇒ Retain long-term memory of past conversations
- ⇒ Provide personal opinions on political topics

**4. AI Ethics & Limitations**

- ⇒ Bias awareness & responsible AI usage
- ⇒ Copyright & fair use guidelines
- ⇒ Data privacy considerations

## 5. AI in Education: Practical Applications

- ⇒ Enhancing lesson planning & content creation
- ⇒ Supporting student engagement with AI-powered tools
- ⇒ Faculty workflow efficiency

## 6. Interactive Demonstration & Q&A

- ⇒ Live examples of AI-generated text & images
- ⇒ Open discussion on how AI can assist faculty & staff

### Materials:

- ⇒ Slide deck with key concepts
- ⇒ Live AI demonstration prompts
- ⇒ Handout summarizing best practices for AI use in education

**CoPilot:** Here's a handout draft summarizing key AI concepts and applications in education. This can be shared as a reference for faculty and staff during your workshop.

### Introduction to AI in Education

Understanding AI: What It Is and How It Works

Artificial Intelligence (AI) refers to computer systems designed to perform tasks that typically require human intelligence, such as language processing, image generation, and problem-solving. AI tools can enhance efficiency, creativity, and engagement in educational settings.

#### What AI Can Do

- ✓ Answer questions and summarize information
- ✓ Generate text (emails, lesson plans, discussion prompts)
- ✓ Create graphics and visuals
- ✓ Assist with brainstorming and content refinement
- ✓ Offer personalized tutoring and learning assistance

#### What AI Cannot Do

- ✗ Retain long-term memory from past conversations
- ✗ Perform actions like setting reminders or scheduling tasks
- ✗ Make subjective judgments or express personal opinions
- ✗ Provide personal political endorsements or analysis

### Ethical Considerations & Limitations

**Bias Awareness** – AI models learn from vast datasets, which may contain biases. Critical thinking is important when evaluating AI-generated content.

**Copyright & Fair Use** – AI respects copyright laws and cannot reproduce full copyrighted texts or media. Always verify sources before using AI-generated information.

**Privacy & Data Considerations** – AI responses are generated in real time and do not store user conversations long-term.

## **Practical Applications in Education**

**Enhancing Lesson Planning** – AI can assist educators in drafting lesson content, creating presentations, and refining study materials.

**Student Engagement** – AI-powered tools can support personalized learning, tutoring, and interactive discussions.

**Faculty Efficiency** – AI streamlines workflows by assisting with writing, brainstorming, and organizing information.

### **Best Practices for Using AI in Education**

- ✓ Use AI as a complementary tool — always verify accuracy.
- ✓ Experiment with AI-generated ideas, but refine them based on expertise.
- ✓ Ensure ethical use, respecting privacy and intellectual property.

**CoPilot:** Would you like me to format this into actual slides, or refine the visuals further based on your preferred style? Let me know how I can shape this to best fit your workshop!

Here's a structured slide-by-slide outline to make transferring this into a presentation easier:

#### **Slide 1: Title Slide**

Title: \*Understanding AI in Education\*

Subtitle: A Practical Introduction for Faculty & Staff

Visual Idea: Clean, modern background with subtle AI-themed graphics

#### **Slide 2: What is AI?**

Definition: AI refers to computer systems designed to perform tasks requiring human intelligence.

Examples: Chatbots, image generation, automation tools, personalized learning.

Layout: Two-column design with a brief definition and relevant icons

#### **Slide 3: What AI Can Do**

- ✓ Answer questions & summarize information
- ✓ Generate text (emails, lesson plans, discussion prompts)
- ✓ Create graphics & visuals
- ✓ Assist with brainstorming & content refinement
- ✓ Offer personalized learning assistance

Layout: Bullet points with simple, clear visuals for each item

#### **Slide 4: What AI Cannot Do**

- ✗ Retain long-term memory from past conversations
- ✗ Perform direct actions like setting reminders
- ✗ Make subjective judgments or personal opinions
- ✗ Provide political endorsements

Layout: Split-screen comparison for easy understanding

#### **Slide 5: Ethical Considerations**

Bias Awareness – AI models learn from data and may contain biases.

Copyright & Fair Use – AI respects copyright laws and cannot reproduce full

copyrighted texts.

Privacy & Data Considerations – AI-generated responses are created in real time, not stored long-term.

Layout: Simple, engaging infographic representing ethical AI use

### **Slide 6: Practical Applications in Education**

Lesson Planning: AI helps draft content, presentations, and study guides.

Student Engagement: AI-powered tutoring, interactive learning tools.

Faculty Workflow: AI streamlines writing, brainstorming, organizing information.

Layout: Three key sections with supporting visuals

### **Slide 7: Best Practices for Using AI**

✓ Use AI as a complementary tool — always verify accuracy.

✓ Experiment with AI-generated ideas but refine them based on expertise.

✓ Ensure ethical use, respecting privacy and intellectual property.

Visual Idea: A checklist format with key takeaways

**CoPilot:** This outline should help make slide creation quick and visually appealing! Let me know if you'd like design suggestions, formatting tips, or additional refinements for the layout. I'm happy to collaborate further!

