

# Five easy steps to use Copilot Chat effectively

Learn how responsible and effective use can optimize your work and improve outcomes for people in B.C.

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## Comply with security and privacy standards

- To keep your data safe, always ensure you're logged in using your IDIR and check for the shield icon. This confirms your session is secure and protected
- Follow the policy on the use of generative AI, Standards of Conduct and Appropriate Use Policy



## Follow the six responsible use principles

- **Transparency** – Be clear about when and why you are using AI
- **Accountability** – You are responsible for checking and approving any AI-generated content
- **Public benefit** – Use AI only if it adds value to your work or benefits the public
- **Fairness** – Review outputs carefully to avoid bias or harm
- **Reliability** – Check outputs for accuracy and monitor for changes over time
- **Safety** – Protect government systems and information from risks and breaches



## Write strong prompts

- Be clear and specific when writing a prompt
- Break big tasks into smaller requests
- Ask for plain language explanations or summaries
- Remember: You are the decision-maker, Copilot Chat is only a helper



## Review outputs for accuracy and style

- AI can be helpful, but it can get facts wrong or misread documents
- Check that output information is accurate, complete and current
- Review for respectful and inclusive language
- You may have to edit the output to align with the Web Style Guide



## Finalize and cite your work

- Be aware of copyright, privacy and intellectual property risks
- To support transparency, cite the use of AI in your final product
- Citing your work also sets the right expectation about accuracy and authorship