



“AI and I: efficient and secure cooperation” guide



This guide was created during the Erasmus Plus youth exchange **“AI and I: efficient and secure cooperation”** (2023-3-LV02-KA152-YOU-000174797)

Introduction

The **“AI and I: efficient and secure cooperation”** guide was created during the youth exchange project (Project Number: 2023-3-LV02-KA152-YOU-000174797), which took place from **September 10th to 18th** in **Saulkrasti, Latvia**. Young people from **Latvia, Greece, Austria, Turkey, and North Macedonia** came together to learn, share, and connect through this project.

Funded by the **Erasmus+ Programme** of the European Union, the project was filled with valuable learning and activities. It helped participants understand **Artificial Intelligence (AI)**, improve their digital skills, and learn about staying safe online. The project used fun, non-formal learning methods, including workshops, group work, and creative projects, to make learning enjoyable and effective.

The aim of this guide is to share the main lessons from the project so that readers can learn about AI and use it in a smart and safe way. It includes practical tips and simple steps for using AI tools and protecting personal data. The guide hopes to inspire continued learning, encourage readers to use what they know in their daily lives, and share their knowledge with others. It invites readers to reflect on the project's experiences and think about how these lessons can be used to make a positive impact.



Section 1: Understanding AI

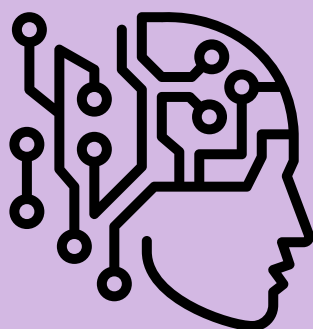
What is AI?

AI, or Artificial Intelligence, is a type of technology that allows computers and machines to think, learn, and solve problems in a way that is similar to how humans do. This means that AI can understand information, find patterns, and make decisions without being told exactly what to do every step of the way. AI uses data and special programs to learn from experiences and get better over time.

How AI is used in daily life:

AI is more common in our daily lives than many people think. One simple example is the use of voice assistants like Siri or Google Assistant, which can understand spoken questions and respond with helpful answers. AI is also used in recommendation systems on apps like Netflix, YouTube, or Spotify, where it suggests movies, videos, or songs that match your interests.

When you use navigation apps like Google Maps or Waze, AI helps find the quickest routes and updates them in real-time based on traffic. AI is also used in online shopping to suggest products you might like based on what you have searched for or bought before. Even chatbots that help answer questions on websites are powered by AI to provide fast and simple customer service.



Why AI matters?

AI is important in modern society because it helps solve complex problems and improve many parts of our daily lives. For example, in healthcare, AI helps doctors find diseases early and recommend better treatments. In schools, it makes learning more personal, giving students lessons that fit their needs.

AI is also making industries work more smoothly by handling tasks that would take people a lot of time, like sorting data or managing inventory. This helps businesses save time and money, making them more productive.

AI is not just about convenience - it also brings safety. For instance, in cars, AI helps with driving assistance and alerts drivers to dangers on the road. This makes travel safer for everyone.

Overall, AI matters because it makes life more efficient and helps people do things they couldn't do on their own. It is changing how we work, learn, and stay safe, and will continue to bring new ideas and improvements to society.

Key learning points

During the youth exchange, participants learned about how AI can be useful and also about important questions on how to use it responsibly.

One main topic was privacy. AI often collects and uses a lot of personal information. It's important for people and companies to use this data carefully and respect privacy.

Another topic was fairness. AI is used to make decisions, like who gets a job or a loan. Sometimes, AI can be unfair or show bias. Participants talked about how to make AI more fair for everyone.

Participants also learned about practical uses of AI. They saw how AI helps with daily tasks, like suggesting products, organizing schedules, or translating languages. They also learned how AI is used in healthcare to help doctors and in transportation to make travel safer.

These discussions helped participants see that AI is a powerful tool, but it must be used in a responsible way to be good for everyone.



Section 2: Practical digital skills

Tools and workshops

During the youth exchange, participants explored different AI tools that help with work and creative tasks. They learned how AI can be used in areas like writing, design, and video creation through fun, hands-on workshops.

In one workshop, participants learned about AI assistants that help with everyday tasks. They discussed tools that can assist with fitness (like tracking exercise and health), travel (planning trips and booking flights), and content creation (helping with writing or making social media posts). In small groups, they created ideas for new AI assistants, thinking of fun and useful ways that AI could help people.

For writing and translation, participants used tools like ChatGPT for writing and DeepL for translating text. They practiced asking clear questions, called “prompts,” to get good answers. They also played a game to guess if a piece of writing was created by AI or a human. This helped them see how AI can be a smart assistant for text tasks.

In the graphics and design session, participants used tools like Craiyon (formerly DALL-E Mini) to create images from text prompts, and Canva to make posters. Working in groups, they designed fun movie posters, showing how AI can make design easy, even for beginners.

For video editing and creation, participants tried Kapwing, a free video tool with AI features. They used text-to-speech for voice-overs, added auto-subtitles, and used stock video clips to create short movie trailers based on their posters. This workshop allowed them to try video editing in a simple way.

These workshops gave participants hands-on experience with AI tools for writing, translation, design, and video editing. They learned how AI can make these tasks easier and more fun.

Movie posters created by participants using AI tools



"The Secret Life of a Pizza Delivery Robot"



"Time-Traveling Dogs"



"Alien Fashion Show"



"The Haunted Ice Cream Shop"



"Vampires in Space"



"Superheroes at Retirement Home"

YouTube



Building strong prompts for AI

When using AI tools like ChatGPT or DeepL, it's important to give clear instructions, or "prompts", so the AI can understand exactly what you want. A strong prompt helps you get better answers because it tells the AI exactly what you need.

Here are some tips to help you create good prompts:

- Be clear and specific: Instead of asking, "Tell me about history", try something more specific, like "Give me a short summary of ancient Egypt". This way, the AI knows exactly which part of history you're interested in.
- Add details: If you want the AI to write in a certain way, include that in your prompt. For example, "Write a friendly email inviting my friend to a movie" is clearer than just saying, "Write an invitation".
- Ask for lists or steps: If you want specific information, ask for it directly. For example, "List five tips for staying safe online" will give you a clear list instead of a long paragraph.
- Give examples: If you're asking for something creative, examples can help. For example, "Write a fun Instagram caption about visiting Paris".
- Use keywords: Think about important words to include in your prompt. For example, with DeepL, say "Translate this text from English to French" to make it clear.

Here's a strong prompt that incorporates all five suggestions (clear and specific, add details, ask for lists or steps, give examples, and use keywords):

“Write a friendly, 150-word email inviting my friend to a movie night. Include three reasons why the movie is worth watching, such as great actors, an interesting story, or positive reviews. Make it sound casual and excited, like we’re close friends who haven't hung out in a while”.

AI in everyday tasks

AI tools can be helpful for small tasks we do every day. They can make work faster and easier by helping us stay organized, improve our writing, or create simple visuals. One way to use AI is for organizing notes. Apps like Evernote or Notion use AI to organize and search through notes. For example, if you write down ideas for a project, AI can help you find them later by searching for keywords. This makes it easy to keep track of important information.

AI can also help with writing. Tools like Grammarly check spelling and grammar, making your writing clear and correct. If you need to write emails or reports, Grammarly can suggest better words and fix mistakes to make your writing look professional.

For creating visuals, tools like Canva can help you design simple posters, social media posts, or presentations. AI in Canva suggests layouts, colors, and fonts to make your designs look good even if you don't have design experience.

These AI tools are easy to use and can save you time on everyday tasks. By trying out these tools, you can make daily work faster and more organized.

Section 3: Digital safety and responsible data use

Staying safe online

During the youth exchange, participants learned how important it is to stay safe online and protect personal information.

Here are some key tips from the workshops to help you keep your data safe:

- **Be careful with personal information:** Avoid sharing private details, like your full name, address, or phone number, on public websites or social media. Keep personal information private, and only share it with trusted people.
- **Use strong passwords:** Create strong passwords that are hard to guess. Use a mix of letters, numbers, and symbols, and try not to use the same password for different accounts. Strong passwords help protect your accounts from hackers.
- **Think before you click:** Be careful when clicking on links or downloading files, especially if they come from people you don't know. Some links or files might contain viruses or try to steal your information.
- **Check privacy settings:** Many apps and websites have privacy settings that control who can see your information. Take time to check these settings and adjust them so only trusted people can see your posts or data.
- **Be aware of scams:** Online scams can look very real, like fake emails from banks or messages asking for money. If something feels wrong, don't respond or share any information. Instead, ask someone you trust for advice.

These tips help you protect your personal data and stay safe online. By following this advice, you can enjoy using the internet while keeping your information secure.

Responsible data use

Privacy is important because it keeps our personal information safe and helps us control who knows details about us. When we share data online, it's essential to use it responsibly to protect our privacy.

Here are some tips to help you practice safe data use:

- Only share what's necessary: Before sharing personal information, think about whether it's really needed. For example, if a website asks for your phone number but doesn't need it, it's safer to skip that step.
- Use privacy tools: Many websites and apps have privacy settings that let you control who can see your data. Take a few minutes to review these settings and make sure only trusted people or friends can see your information.
- Read permissions carefully: Some apps ask for access to your contacts, location, or photos. Only give permission if it's necessary for the app to work. This helps you keep unnecessary data private.
- Think before posting: Once you post something online, it's hard to take it back. Think carefully about what you share on social media or public websites. Even small details can reveal more than you might expect.
- Know your rights: Many websites have policies that explain how they use your data. Reading these privacy policies can help you understand what happens to your information and how it's protected.

By using these tips, you can keep your data safe and use the internet more responsibly. Practicing safe data use protects your privacy and helps you control your online presence.

Recognizing and managing your digital footprint

Every time we use the internet, we leave behind a “digital footprint.” This footprint is the trail of information that shows where we’ve been, what we’ve shared, and what we’ve clicked on. It’s important to understand our digital footprint because it can affect our privacy and even our future opportunities.

Here are some tips to help you manage your digital footprint:

- Review old posts: Go back and look at old posts or photos on your social media. If there’s anything you no longer want others to see, consider deleting it or setting it to private.
- Adjust privacy settings: Most social media platforms let you choose who can see your information. Make sure your settings are adjusted so that only trusted people can see your posts and personal details.
- Search yourself online: Try searching for your name online to see what information is publicly available. If you find anything that makes you uncomfortable, see if you can remove it or adjust your privacy settings.
- Be mindful of what you share: Think carefully before sharing anything personal online. Even small details, like location or habits, can add to your digital footprint.
- Regularly check permissions: Some apps and websites track your activity. Review your app permissions and remove access for apps that don’t need it anymore.

By being aware of your digital footprint, you can take control of your online presence and keep your information more private. Managing your digital footprint is a good way to protect your privacy and make sure you’re showing only what you want others to see.

Section 4: Fun learning and cultural exchange

Non-formal education

During the youth exchange, participants learned through non-formal education, which means using fun activities to teach important skills. Instead of just listening to the facilitators, they learned by doing things like games, group tasks, and creative projects. This made learning more enjoyable and helped everyone remember what they learned.

For example, participants worked in small groups to create projects like AI-generated posters and short videos. These tasks let them practice using AI tools in a fun way while working together and sharing ideas. Group activities also helped participants improve their teamwork and communication skills because they had to plan and make decisions together.

Games were another way to learn. Some games focused on building strong prompts for AI, while others helped participants understand digital safety. Playing games made learning more relaxed and interactive, so everyone could participate and learn at their own pace.

Non-formal education made learning fun and effective, helping participants gain new skills without feeling like they were in a traditional classroom. It was a relaxed and friendly way to explore new topics and learn from each other.



Cultural sharing

One of the most enjoyable parts of the youth exchange was the intercultural evenings. During these evenings, participants from different countries shared parts of their culture, like traditional food, music, dances, and stories. Each country had a chance to show what makes their culture unique, and everyone could learn something new and exciting.

For example, participants brought traditional snacks or drinks from their countries for everyone to try, which sparked conversations about food and traditions. They also shared popular music or taught each other simple dances, making the evenings lively and fun. Through these activities, participants learned about each other's traditions and lifestyles in a hands-on way.

The benefits of these intercultural evenings went beyond just having fun. By sharing their cultures, participants built stronger friendships, gained respect for other ways of life, and became more open-minded. This experience showed that even though we come from different places, we can connect through our cultures and learn from each other.

Intercultural evenings made the youth exchange richer and helped everyone feel more connected, creating memories and friendships that will last a long time.



Team skills

During the youth exchange, participants had many chances to work together in groups. Through activities and projects, they developed important communication and teamwork skills. Working as a team taught them how to listen to each other's ideas, share responsibilities, and support one another.

In group tasks, like creating AI-generated posters or short videos, participants had to make decisions together. They learned how to express their opinions clearly and how to respect different points of view. Sometimes they needed to solve problems as a team, which helped them practice finding solutions together.

These teamwork activities also built trust among participants, as they learned to rely on each other to complete projects. Communication improved as they practiced speaking and listening carefully, making sure everyone felt included.

Overall, these experiences helped participants grow in their teamwork and communication skills. They left the exchange feeling more confident about working with others and better prepared for future group projects or team tasks.



Section 5: Taking it further

Using new skills

After the youth exchange, participants found ways to use their new AI and digital skills at home.

Here are some examples of how they applied what they learned:

- Helping with school projects: Some participants used tools like ChatGPT to brainstorm ideas and write better essays for school. They practiced creating strong prompts to get helpful answers, making their research and writing faster and more organized.
- Creating social media content: Participants interested in social media found Canva very useful for designing posts. Using AI suggestions in Canva, they made eye-catching images and layouts for Instagram, Facebook, or personal blogs, making their content look more professional.
- Editing videos for hobbies or projects: With Kapwing, participants could edit videos for personal projects, like making travel clips, birthday videos, or school presentations. By adding subtitles or voiceovers, they created fun, engaging videos without needing special skills or expensive software.
- Staying organized with AI tools: Some participants started using AI features in apps like Notion to organize their notes and ideas. They used keyword search functions and tags to find information quickly, which helped them keep track of important tasks and ideas.

These are just a few examples of how participants brought their new skills into their daily lives. By practicing what they learned, they became more confident using AI tools to make everyday tasks easier and more creative.

Continuous learning

Learning about AI and digital skills doesn't stop with this guide. There are many ways to keep growing and discovering new tools, especially as technology changes and improves.

Here are some helpful resources and tips for exploring AI and digital skills further:

- **Online courses and tutorials:** Websites like Coursera, Udemy, and YouTube offer free or affordable courses on AI, digital design, and video editing. These courses let you go deeper into topics like AI basics, creative design, and even programming.
- **Educational blogs and websites:** Websites like AI for Everyone or Khan Academy explain complex topics in simple language. Reading articles or watching short videos can help you stay updated on new tools and developments in AI and digital technology.
- **Join online communities:** Platforms like Reddit or Discord have communities where people share tips and answer questions about AI and digital skills. Being part of a community can help you learn faster and get support when you're stuck.
- **Experiment with new tools:** Try using different AI tools for your own projects or tasks. For example, explore free tools like DALL-E Mini for image creation or InShot for video editing. Practicing with different tools can help you find which ones work best for you.
- **Stay curious:** The best way to keep learning is to stay curious. Ask questions, try new tools, and don't be afraid to make mistakes. Every time you try something new, you learn more and become better at using technology.

By following these tips and exploring more resources, you can continue building your skills and understanding of AI. Continuous learning will help you stay ready for the future and make the most of the digital world around you.

Sharing with others

Learning about AI and digital skills is valuable, but sharing this knowledge with others can make an even bigger impact.

Here are some simple ways to help spread digital literacy and responsible AI use in your community:

- **Teach friends and family:** Start by sharing what you've learned with the people close to you. You can show friends or family how to use basic AI tools, like AI writing assistants or design apps, and explain why digital safety is important. Even a quick chat about privacy settings or safe online habits can help others stay protected.
- **Create simple guides:** If you enjoy teaching, consider making easy guides or short videos that explain AI tools or safety tips in simple steps. You could share these on social media, or even make a small presentation for classmates or friends. Sharing guides can help more people understand AI in a clear and friendly way.
- **Organize a workshop:** If you're part of a school club, community center, or youth group, think about organizing a workshop on digital skills. You could show others how to use tools like Canva for design or ChatGPT for writing tasks. Group activities can make learning fun and show others how AI can be useful in daily life.

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- Share resources online: Use your social media to share interesting articles, videos, or resources about AI and digital safety. By posting or sharing useful information, you can encourage more people to learn about these topics and make safe choices online.
- Be a role model: Practice responsible AI use and digital safety yourself. When others see you using strong passwords, adjusting privacy settings, or asking good questions to AI, they're more likely to follow these habits too.

By sharing your knowledge, you can help others feel more confident using AI tools and make smart, safe choices online. Together, you can build a more digitally aware community that's ready for the future.



List of useful tools



Content creation

- Canva: Design tool with templates for creating posters, social media posts, and presentations. Ideal for visually engaging projects.
- ChatGPT: AI assistant for drafting, brainstorming, and refining text for social media, blogs, and other content.
- DALL-E: AI-powered image generator that creates unique visuals from text prompts, useful for digital storytelling and design.

Productivity and task management

- Notion: All-in-one workspace that combines notes, databases, and task tracking for organization and collaboration.
- Otter.ai: Transcription tool that converts speech to text, ideal for recording and reviewing meeting notes or interviews.
- Trello: Project management tool using boards, lists, and cards to keep track of tasks, deadlines, and project progress.

Language translation and learning

- DeepL Translator: High-quality translation tool, especially effective for European languages, for accurate communication across languages.
- Duolingo: Gamified language-learning app for improving language skills, making it fun and accessible.
- Google Translate: Translates text, speech, and images across multiple languages for quick understanding in any situation.

Digital security and data privacy

- LastPass: Password manager for securely storing and managing passwords, enhancing data protection across platforms.
- ProtonMail: Encrypted email service that secures communication, perfect for sharing sensitive information.
- DuckDuckGo: Privacy-focused search engine that doesn't track user data, ensuring online searches remain anonymous.

Coding and technical skills

- Scratch: Beginner-friendly, block-based coding platform for learning programming basics and creating simple projects.
- Replit: Collaborative coding environment supporting multiple languages, great for team coding and project development.
- GitHub: Platform for storing, sharing, and collaborating on code, essential for developers working on team or open-source projects.

Mental health and well-being

- Headspace: Meditation and mindfulness app with guided exercises to manage stress and support mental health.
- Woebot: AI chatbot that offers mental health support, mood tracking, and guidance in cognitive behavioral therapy.
- Calm: App for relaxation exercises, guided meditation, and sleep stories to support well-being and reduce stress.

Collaboration and communication

- Zoom: Video conferencing tool for virtual meetings and collaboration, useful for remote communication with teams.
- Slack: Messaging platform for real-time team communication, file sharing, and project updates.
- Miro: Online collaborative whiteboard for brainstorming and visual planning, great for group workshops and interactive sessions.

Marketing and social media

- Buffer: Social media scheduling tool that allows you to plan, post, and analyze content across different platforms.
- Lumen5: AI-powered video creation platform for turning blog posts or articles into engaging social media videos.
- BuzzSumo: Content research tool that uses AI to discover trending topics and popular content ideas for effective social media strategies.

Financial planning and budgeting

- Emma: Personal finance app that uses AI to help track spending, manage subscriptions, and save money.
- Cleo: AI-powered budgeting app that provides personalized financial advice and spending insights.
- Mint: Finance tracking tool that helps with budgeting, bill tracking, and expense categorization.

These tools provide practical applications for productivity, creativity, financial planning, and more, catering to a wide range of personal and professional needs. Each link takes you directly to the tool, allowing you to explore and integrate them into your daily activities.

Conclusion

The **“AI and I: efficient and secure cooperation”** guide is more than a summary of a youth exchange project. It is a resource designed to support readers in continuing their journey of learning and sharing digital skills in today’s world. This guide has introduced the basics of **Artificial Intelligence (AI)**, practical ways to use AI tools for **writing, design, and organization**, as well as essential tips for **staying safe online** and using data responsibly.

Readers are encouraged to apply what they’ve learned, practice these digital skills in their daily lives, and share their knowledge with others. Whether helping friends understand online privacy, creating simple guides, or organizing a workshop on AI tools, each small step can contribute to building a future where technology is used wisely and responsibly.

This guide also reminds readers that learning about AI and digital skills is an ongoing journey. As technology continues to change, new tools and opportunities will arise. By staying curious and engaged, readers will be prepared for the future and equipped to share these valuable skills with their communities.



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