



INSTRUCTIONAL GUIDE – MODULE 5, UNIT 5.1

Unit Title: Ethics and AI: Doing the Right Thing

Delivery Mode: Fully online

Duration: 90 minutes

Instructor Profile: Educator with basic understanding of AI, GDPR compliance, and digital rights literacy

STRUCTURE AND DELIVERY

1. Icebreaker: “AI Gone Wrong?” (10 minutes)

- Ask: Have you heard of AI making a mistake? What happened?
- Introduce today’s theme: AI should help, not harm.

2. Presentation: Principles of Ethical AI (15 minutes)

- Cover fairness, accountability, transparency, and privacy
- Use visuals or short videos for each

3. GDPR Overview (15 minutes)

- Key rights: consent, data access, right to be forgotten
- SME responsibilities and penalties
- Compare “good” and “bad” data handling practices

4. Case Study & Roleplay (20 minutes)

- Scenario: “You run a business that uses a chatbot. A customer complains it’s misusing their data.”
- Break into pairs: one plays customer, one responds using ethical and legal guidelines

5. Quiz & Debrief (15 minutes)

- Conduct quiz; clarify legal or ethical confusion
- Share real-world examples if needed

6. Wrap-Up & Action Planning (15 minutes)

- Give participants a basic “Ethical AI Checklist”
- Encourage creation of a small policy statement (3 principles)

FACILITATION TIPS



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Key Action 2 – Small-scale Partnerships in Adult Education

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- Create a safe space: ethical questions often provoke strong opinions
- Emphasize this is not about blaming AI, but designing its use responsibly
- Use real-world examples to make abstract principles concrete
- Make GDPR more accessible with simplified summaries and visual icons

SUPPORTING RESOURCES – MODULE 5, UNIT 5.1

A. Slide Deck

- Ethics: Key principles and dilemmas
- GDPR: Rights and duties for SMEs
- Real cases of AI misuse and correction

B. Code of Conduct Template

- Editable Word/PDF file for SMEs to draft an “AI Use Policy”
- Includes checkboxes for fairness, consent, user rights, etc.

C. Case Scenarios

- Two fictional case studies for in-session roleplay or homework
- Includes guiding questions and risk analysis prompts

D. GDPR Overview Sheet

- “GDPR in 1 Page” summary for SMEs
- Terms: personal data, consent, data controller, processor
- Checklist: “Is my AI tool GDPR-compliant?”

E. Quiz Template

- Printable or digital version with scoring and explanations

F. Reflection Sheet

- Questions:
 - “What ethical risks do I need to watch for?”
 - “How will I protect my customers’ data?”
 - “What principles should my business follow?”