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Jak korzystać z generatywnej sztucznej inteligencji?

Podstawowe wskazówki dla pracowników
administracji publicznej

t few months, we have observed a dynamic increase in
ability of tools based on artificial intelligence, which, based
commands, generate and process text, images, videos and
es of data. These tools are part of the category of artificial
ce called generative (hereinafter: GenAI).

ols can be helpful in carrying out official tasks. However, it



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What is GenAI?

GenAI is a technology that, through commands (from English or Polish), allows users to create new content. GenAI algorithms are based on data provided both at the stage of creating the tool and those entered during use.

The quality of the generated content depends on the quality of the tool used, so the results of GenAI's work may not be perfect. Therefore, before using the GenAI tool of your choice, read the following tips.

How can GenAI help you in your work?

GenAI has a large potential for use. When used wisely, it can be very helpful in carrying out official tasks.

Here are some examples:

Example #1: Source of inspiration

When you're looking for an idea for a name, structure, or initial of an organization or a program, project, document, article, presentation, brochure, newsletter, or social media post, GenAI tools can help you get started in the creative process.

Describe the task in detail. Include in the order the subject of the task, as much substantive information as possible, context, intended content, volume of generated material and recipient.

Remember to check that the ideas generated do not contain content that is not biased or discriminatory.

If you would like to share content generated by GenAI, please tag it.

Example #2: Summarizing Information

GenAI is good at summarizing long materials, such as scientific or

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material.

Step 3: Initial topic research

Helps you gather basic information on an unknown topic. Tools can serve as a useful first step when you want to learn the latest market trends in an obscure technology area, find a historical perspective on a certain issue, how to best write a press release, how a problem is being solved in other countries, or where to find the required sources.

You can also ask GenAI where to look for further information on a topic and ask them to adapt the sources to your specific needs.

Most GenAI tools perform real-time searches of content on the Internet and can even provide links to sources of information they find. Remember, however, that GenAI does not function as an Internet search engine, and as a result, its answers contain a mixture of true and false information. Therefore, treat the results as a prelude to further analysis, not a final answer.

Have a Constructive "Conversation" with GenAI

Providing context will improve the final result.

Here are some practical tips on how to formulate commands:

Context

Provide context for the problem.

Example: Tell GenAI that you are looking for information about the education system in Poland for possible changes to the system. Instead of general questions (e.g. "How does it work?"), explain "I am considering preparing a proposal to change the system for improving students' progress in schools". In the next step, you can ask: "How do teachers evaluate the current system for

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For questions, ask for specific examples, to better
understand a topic.

Example: Continuing the conversation about the education
ask GenAI to suggest what elements could be introduced
to the student progress verification system to increase their
motivation. You can also share with GenAI examples you already
have. They will allow GenAI to direct in creating material more
tailored to your needs. For example, inform GenAI that according to
research, students who receive regular feedback achieve better
results than those who only receive grades. Keep the
conversation "with Gen AI, ask more questions. **If the tool has
provided information that is not satisfactory - for example,
too high a level of generality - an additional hint may be
useful: "The proposed examples are too vague. Provide more
concrete information about the methods used and describe them in
bullet points". You can also add "Indicate the advantages and
disadvantages of each of the proposed methods".**

Experiment. Trying different command forms often produces
better results.

Specify about what GenAI's response doesn't meet your
needs. For example, indicate: "Prepare a text no longer than
500 characters, including spaces, preserve the content, but
present the issue in less formal language."

Defining the required tone and style

Specify the recipient or group of recipients to whom the expected
text is directed. For example, inform GenAI that you are
creating formal correspondence, intended for distribution in a
mode to public administration employees. You can also ask
to create a less formal email on a given topic.

Specify the format of the content, e.g. "Present your
arguments in the form of a bulleted list with 5 main arguments" or ask
to change the style of an existing text. e.g. "Translate the text

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Example: You want to learn what GenAI is. When asked, answer as if you were a layperson in AI" or "Answer as if you were an expert" or "Explain this topic as if you were explaining it to a child."

for multiple variants

GenAI is a system based on recognizing repeating patterns, is designed to propose different solution variants.

Example: You are looking for a name for a project for a school or verifying students' progress in schools . Ask GenAI to generate 10 suggestions. If the suggestions are not satisfactory, use the command: "These suggestions are uninteresting. Generate a few more creative ones." You can also ask for a short explanation for each of the generated variants, which will help in making a decision.

You need to remember when using GenAI for business purposes

When using GenAI in your organization, follow the rules set by your office!

When using other digital tools, the user will be responsible for the consequences of their use. It is therefore necessary to follow basic rules.

Protection

When you use GenAI, you lose control over the data you provide. You don't know what the creator of the system might use in the future, or how it's stored . Don't enter information in GenAI that you don't post on social media.

Enter information carefully - it may be impossible to delete it later!

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Warnings on personal data protection.

Warnings

Tools tend to produce false content, so-called hallucinations. They can create content that looks very realistic (e.g. descriptions of events that never happened), even providing false sources of information for these "facts". Therefore, **always verify the information generated by GenAI.**

When using information with independent, reliable sources; when GenAI cites a source of information, always check that source; for specialized topics, always consult experts in the field; use special tools and websites dedicated to fact-checking; always ask the questions "Does this make sense?", "Is this content consistent with my knowledge and experience?"

Tools are trained on certain data that is not always objective, so they may be biased and discriminate based on ethnicity, race, religion, age, and many other characteristics. Therefore, always **verify** the impartiality of the results obtained from GenAI.

Intellectual property infringement



GenAI models may represent material similar or identical to content protected by intellectual or industrial property rights.

When using the results in further work, always indicate that the content you provide was created or processed using GenAI tools.


When using fragments taken directly from this tool, e.g. by indicating in a text: "Content generated by GenAI [insert tool name and version]"

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Threats

Interacting with your chosen GenAI tool, maintain the rules of cyber hygiene. Never add content that you do not post on social media. You can read about the rules of cyber hygiene on the MC [For Everyone - Cyber Hygiene](#) page. Do not use false or manipulated information, so ALWAYS check the material you receive to avoid contributing to the spread of misinformation.

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Digitalization of the Chancellery of the Prime Minister

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