

AI Tool Checklist

Use this before bringing an AI tool into instruction. It helps you gather what your school or district needs to decide.

AI tool		Reviewed by	
Course / Grade		Date	
Planned use			

How to use this Every question is written so that "Yes" is the safe answer. Mark Yes, No or Unsure, and note your evidence (who confirmed it, a link, or a policy section). Items marked **MUST** need a Yes before students use the tool. Teachers do not certify legal compliance; your school or district makes the approval decision.

1. Purpose and learning	Yes	No	Unsure	Evidence or notes
Is there a clear learning goal this tool supports? Name the standard or objective.	☐	☐	☐	
Will students still do the core thinking themselves? The tool should support reasoning, writing or problem-solving, not replace it.	☐	☐	☐	
Is AI the best tool for this task? A simpler resource or no technology might work just as well.	☐	☐	☐	
Have I set the AI Level for this assignment, including any required accommodations? Apply IEP and 504 accommodations, and plan a non-AI option.	☐	☐	☐	

2. Approval and policy	Yes	No	Unsure	Evidence or notes
MUST Is this tool on my school or district's approved list? Check with your technology office before using any new tool with students.	☐	☐	☐	
MUST Does my planned use follow the school's AI and acceptable use policies? Read the current policy, which may have changed recently.	☐	☐	☐	
Does the district have a data privacy agreement with this company? Your technology office can tell you.	☐	☐	☐	

3. Student privacy and data	Yes	No	Unsure	Evidence or notes
Do I know what student data the tool collects? See the privacy policy section on data collected and how it is used.	☐	☐	☐	
MUST Has the district confirmed that student prompts and uploads are excluded from AI training, or that training is disabled? Record who confirmed it and how.	☐	☐	☐	
Can students use it without entering personal information? No full names, photos, grades, IEP, 504 or health information.	☐	☐	☐	
MUST Has the district confirmed the tool meets student privacy requirements? In the U.S., this includes FERPA, COPPA for students under 13, and state law. The district decides this, not the individual teacher.	☐	☐	☐	
Can student data be deleted when the school year ends? Look for a data deletion or retention section.	☐	☐	☐	

4. Age and accounts	Yes	No	Unsure	Evidence or notes
MUST Do my students meet the tool's minimum age, or has the school arranged any required consent? Check the Terms of Use and ask your district.	☐	☐	☐	
Can students use it without creating personal accounts? Prefer school-managed logins or teacher-led use.	☐	☐	☐	
If family notice or consent is needed, is the school handling it? Consent for data use is the school's decision, made separately.	☐	☐	☐	

5. Accuracy, bias and safety	Yes	No	Unsure	Evidence or notes
Have I tested it with the prompts my students will actually use? Try 5–10 student-style questions before class.	☐	☐	☐	
Were its answers accurate for my subject? Check facts, math, quotes and sources.	☐	☐	☐	
Did I check its answers for bias or stereotypes? Ask about different groups, cultures and perspectives.	☐	☐	☐	

5. Accuracy, bias and safety	Yes	No	Unsure	Evidence or notes
MUST Did it block unsafe or age-inappropriate requests in my testing? Test the content filters yourself.	☐	☐	☐	
Is there a way to report harmful or wrong output? Know how to flag problems.	☐	☐	☐	

6. Access and fairness	Yes	No	Unsure	Evidence or notes
Can every student use it, regardless of device, internet access or cost? Consider home access and logins.	☐	☐	☐	
Does it work with screen readers and other assistive technology? Look for an accessibility statement.	☐	☐	☐	
Does it support English learners and students with IEPs or 504 plans? Consider reading level, language options and accommodations.	☐	☐	☐	
Is there an equivalent non-AI option for students who don't use it? Plan it before you start.	☐	☐	☐	

7. Transparency and teaching	Yes	No	Unsure	Evidence or notes
Will I tell students when and why we are using AI? Explain the purpose and rules first.	☐	☐	☐	
Will students disclose how they used AI? Use an AI Use Statement.	☐	☐	☐	
Will I teach students to check AI output with CHECK? Model how to verify answers.	☐	☐	☐	
Will a person make every grading and feedback decision? AI may draft; you decide.	☐	☐	☐	

Your recommendation

- ☐ **Recommend for district review:** every MUST item is Yes and the tool fits my learning goal.
- ☐ **Recommend with conditions:** [e.g. teacher-led only, no student accounts, no personal information]
- ☐ **Not now:** a MUST item is No or Unsure. Follow up with: [technology office or administrator]

Final approval comes from: [school or district office]. Approved on: _____

Reviewer signature: _____ Date: _____

**Before you trust
AI, CHECK:**

C Compare with a
reliable source

H Hunt for real sources

E Explain it yourself

C Consider bias

K Know your AI Level

This checklist supports professional judgment. It does not replace your district's policies, review process or legal guidance.