

AI Governance - Next Steps Checklist

Here is a comprehensive list of actions that schools should undertake to prepare for compliance with their local regulations:

Preparation & Awareness

- Build awareness among stakeholders (parents, staff, leadership, governance teams)
- Establish an AI Compliance Team
- Audit AI use in the school and create Use Case Registry

Risk Assessment & Policies

- Develop or update all AI-impacted policies
- Consult the community to develop a Data Privacy Pledge
- Define risks, create Risk Assessments and document in a Risk Registry

Training & Capacity Building

- Provide AI literacy training
- Prepare students for ethical AI use

Vendor Management

- Review AI vendors and tools
- Document vendor agreements

Monitoring & Documentation

- Document compliance efforts
- Set up monitoring mechanisms

Implementation Timelines

- Establish a compliance timeline
- Schedule periodic reviews

Emergency Preparedness

- Plan for breach mitigation
- Identify safeguarding measures

Need AI Support? FariaLearn can help. Our AI Academy provides comprehensive AI guidance through PD and a K-12 Curriculum. Connect with us at learn@faria.org to learn more.

