AI Policy Review Checklist

Use this checklist to evaluate and strengthen your school's AI policies, ensuring responsible, transparent and equitable AI use in education.

CHECKLIST

☐ **Data Governance** – Establish clear policies for collecting, storing and managing AI-related data.

☐ **Transparency in AI Tools** – Ensure clarity in how AI tools operate and make decisions.

☐ **AI Use in Teaching and Learning** – Review AI applications in plagiarism detection, assessment, and instructional support.

☐ **Privacy and Security** – Protect student and staff data while complying with legal standards (e.g., FERPA, GDPR).

☐ **Equity and Access** – Ensure AI tools are accessible and fair for all students, addressing potential biases.

☐ **Community Engagement** – Involve educators, students and families in AI-related decision-making.

☐ **AI Bias and Fairness** – Regularly assess AI tools for bias and unintended discrimination.

☐ **Teacher and Staff Training** – Provide guidance on ethical AI use and digital literacy.

☐ **Student Data Ownership and Rights** – Define who controls AI-generated student data and how it can be used.

☐ **Monitoring and Accountability** – Establish a review process to track AI impact and policy effectiveness.

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.

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