

# 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](mailto:learn@faria.org) to learn more.

