



Evaluating AI Tools for Your School or District

A quick-screening checklist for school and district leaders

Why a Screening Checklist?

New AI tools appear faster than any team can review them. A consistent screening process helps leaders:

- Protect student data and privacy before a tool ever reaches a classroom
- Ensure alignment with district instructional goals and existing technology plans
- Avoid costly adoption of tools that duplicate what you already have
- Model responsible AI evaluation for educators and community stakeholders
- Create a transparent, defensible process when parents or board members ask questions

How to Use This Checklist

1

Identify the Tool

Record the tool name, vendor, purpose, and who is requesting it. Note which grade levels or departments would use it.

2

Run Through Each Category

Work through the five screening categories on the following slides. Each item is a Yes/No question — flag any "No" answers for follow-up.

3

Make a Decision

Use the decision framework on the final checklist slide. Tools with critical "No" flags should not move forward without resolution.

Category 1: Privacy & Data Security

These are non-negotiable. A "No" on any item is a stop-and-resolve flag.

The vendor has a publicly available privacy policy that addresses student data

The tool is compliant with FERPA and applicable state student privacy laws

Student data is not sold, shared with third parties, or used to train AI models

The tool allows data deletion upon request or contract termination

Data is encrypted in transit and at rest

The vendor has a documented data breach notification process

Category 2: Instructional Alignment

Does this tool actually support your educational mission?

The tool addresses a clearly defined instructional need or workflow gap

It aligns with district curriculum standards and learning goals

The tool supports (not replaces) educator professional judgment

Output quality is appropriate for the intended grade level and subject area

The tool can be integrated into existing instructional workflows without major disruption

Category 3: Equity & Access

AI tools should narrow gaps, not widen them.

The tool is accessible to students with disabilities (WCAG 2.1 AA or equivalent)

It works across the devices and connectivity levels present in your schools

The tool supports multilingual learners or provides language accommodations

Content and outputs do not reflect or amplify bias based on race, gender, or socioeconomic status

Pricing and licensing do not create inequitable access across schools or classrooms

Category 4: Implementation & Support

Even great tools fail without a realistic adoption plan.

The vendor provides onboarding, training, or professional development resources

Technical support is responsive and available during school hours

The tool integrates with your existing LMS, SIS, or SSO systems

There is a clear plan for who manages the tool, monitors usage, and handles issues

The total cost of ownership (licensing, training, infrastructure) is sustainable

Category 5: Transparency & Accountability

Can you explain how this tool works to your community?

The vendor explains how the AI model works in clear, non-technical language

There is transparency about what data the AI uses to generate outputs

The tool provides mechanisms for users to flag errors or inappropriate content

The vendor has a track record or references from other educational institutions

You can clearly articulate to parents and board members why this tool was selected

Making the Decision

Green Light — Proceed

- All Category 1 (Privacy) items are "Yes"
- No more than 1-2 "No" answers across Categories 2-5
- Outstanding items have a clear resolution path and timeline
- A designated owner is identified for ongoing monitoring

Red Flag — Pause or Decline

- Any Category 1 (Privacy) item is "No" without a resolution plan
- Multiple "No" answers in Category 3 (Equity & Access)
- The vendor cannot or will not answer your questions
- Total cost exceeds budget without clear ROI evidence

*“The goal is not to adopt every new AI tool—
it is to adopt the right tools, for the right
reasons, with the right safeguards in place.”*

— AI in Education Studio



Thank You

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