Administrative Foundational Questions for Using Generative AI Tools

District Leadership
- How are we evaluating AI tools to consider equity for students/families?
- What is our process to vet AI tools for safety and student data privacy, including free resources?
- What is our process for teachers to request/receive approval to use AI tools?
- How are we training staff on what district information can be put into an open AI tool?
- How/when do we need to communicate to staff/community that an AI tool has been used for a district process/product?
- Does the AI tool include a threat monitoring feature, and does the district have resources to adequately respond to alerts?
- Which district stakeholders should be involved in the AI adoption and evaluation process?

Student Learning
- Do our policies for academic honesty and integrity adequately address ethical use of AI?
- How do we teach responsible use of technology, community culture, and integrity, including a prohibition on creation and distribution of harmful images generated by AI?
- What steps should students take to ensure that content generated by AI is accurate and avoids bias?
- Does our digital literacy program include timely and relevant resources to address AI literacy, online misinformation, AI-generated deepfakes, etc?
- **RESOURCE:**
    - https://www.commonsense.org/education/collections/ai-literacy-lessons-for-grades-6-12

Teachers/Instructors
- How will we provide appropriate training to staff? (AI literacy, instructional tools, etc.)
- What is our process to evaluate AI apps as learning tools, including free resources?
- How will we consider the duty to bargain as a result of using AI software?
- **RESOURCES:**
    - https://www.commonsense.org/education/lists/lessons-and-tools-for-teaching-about-artificial-intelligence
    - https://www.commonsense.org/education/events/bringing-ai-literacy-lessons-to-life
    - https://www.commonsense.org/education/search?f%5B0%5D=search_type%3Aeditorial_review&sort_by=field_search_sort_date

Special Education
- Which AI tools are appropriate to use as an accommodation or assistive technology?
- What is our position on using AI to support efficiencies during special education meetings, such as AI-driven note taking applications?

Administrative/Clerical
- Are our policies and procedures adequate for contract review?
- How are we evaluating and implementing AI tools to manage routine tasks?

Safety
- Do we have policies and provide training on protection of PII (personally identifiable information)?
- Is the district notified of updates to terms and conditions that could include the use of AI?
  - Are staff/parent/student notifications subsequently updated?
- How does the software monitor and respond to any threats to self or others that may be entered into an AI chatbot by a student?
  - What is the district's responsibility to monitor and respond?
- Does collection of personal student data in generative AI now require parental consent for use of software?

Parents/Families
- Do our notification and permission policies consider and include AI tools?
- Do parents, families, and students have access to the AI tools being offered by the school district?
- How are we informing and educating families about AI and the impact of its use at home and with their children?

* Common Sense Media is proud to partner with F3 Law to provide education organizations and professionals with resources that help support the responsible integration of today's technology tools in education.