

Essential AI Tool Vetting Checklist for Educators

Before using any generative AI tool in your classroom—or having students use it—work through these core questions. They focus on the most critical aspects of safety, effectiveness, and compliance. Always check your district's policies and include your IT or instructional technology team in the vetting process. District approval is non-negotiable when students are involved.

I. Does the tool serve a legitimate instructional purpose?

- ☒ Alignment with curriculum
- ☒ Evidence of effectiveness
- ☒ Human-centered assistance

II. How does the tool handle student data and privacy?

- ☒ Data collection
- ☒ Transparency and consent
- ☒ FERPA and privacy compliance

III. Is the tool equitable and free from harmful bias?

- ☒ Bias mitigation
- ☒ Accuracy and explainability

IV. Is it accessible to all students?

- ☒ Inclusive design
- ☒ Language and cultural context

V. What support and oversight are in place?

- ☒ Professional development
- ☒ District approval
- ☒ Cost and sustainability

Don't
forget



Final Reminder

AI tools can enhance teaching and learning, but they carry significant responsibilities. As an educator, you are the gatekeeper: vet each tool carefully, involve district experts, and ensure that any AI you use serves students' best interests while protecting their data and rights.