

AI Model Policy Checklist

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Artificial intelligence, as defined in [T.C.A. § 49-2-203\(16\)](#), refers to any system created by people that can gather information, interpret what it observes, and independently analyze that information to make predictions, offer suggestions, or take actions that affect real or digital environments. This includes tools that build internal models from human and machine inputs, draw conclusions from those models, and generate responses that align with the goals set for them.

This document provides recommended topics for local boards of education to consider when developing policies and procedures related to such systems. The information offered here is intended to support boards with technical assistance rather than legal guidance, and boards are strongly encouraged to work with their attorneys to ensure that any AI policies or procedures comply with applicable state and federal laws.

Items to Consider When Drafting

- ☐ **Define the purpose of the AI policy.**
- ☐ **Define what and who are covered by the policy.**
 - 1. How will the district define “artificial intelligence”?
 - 2. What programs does the policy cover?
 - 3. Will the district require approval of AI programs before they can be utilized by staff and students? If yes, what is the process for approval?
 - 4. How does this policy apply to third parties such as vendors or visitors?
- ☐ **Designate personnel.**
 - 5. Who is responsible for AI oversight and implementation (a committee, the technology department, a leadership team, or another designated official(s))?
 - 6. Would the creation of an AI review committee be beneficial for evaluating AI programs, reviewing risks and benefits, monitoring implementation, and recommending policy updates?
- ☐ **Address student and employee data protections.**
 - 7. What student/employee data may be entered into AI programs vs. what student/employee data is prohibited from being entered into AI programs?
 - 8. How will the district ensure compliance with FERPA and other applicable confidentiality and privacy laws?
 - 9. Are parental notices and/or consent procedures necessary?
- ☐ **Address training.**
 - 10. Will staff training be required (consider responsible use of AI, data privacy and security, verification of outputs, etc.)?

11. Will student education on AI usage be required?

☐ **Define approved uses and prohibited uses.**

12. How can district staff and employees use AI programs (consider drafting communications, developing instructional content and lesson plans, analyzing data and information, completing professional learning requirements)?

13. What uses are prohibited or restricted (consider entering confidential information into unauthorized and unapproved AI programs, using AI to make disciplinary decisions, using AI to wholly replace professional judgement, creating fraudulent or inappropriate content, circumventing district security protocols, drafting student service plans/determining accommodations, etc.)?

14. What expectations does the district want to impose on AI program usage (considering required verification of all AI outputs and documentation/disclosure of AI-assisted work)?

15. How can students use AI programs (consider academic integrity, disclosure requirements, and classroom guidance)?

☐ **Establish expectations for AI usage.**

16. When is independent, human verification of AI output required?

17. When, if ever, can AI output be relied upon for decisions regarding student discipline, special education determinations, grading decisions, language translations, personnel decisions, safety decisions, etc.?

18. How will the district ensure equitable access to AI programs?

☐ **Address monitoring, reporting, and enforcement,**

19. What reporting mechanisms will be required (consider how concerns or AI misuse will be reported and the investigative procedures)?

20. What consequences will the district implement for AI misuse (consider student code of conduct implications and disciplinary actions for staff misuse)?

Other Things to Consider

☐ **Continuous policy review**

- Consider establishing continuous review timelines for the AI policy to ensure it remains up to date with developments and updates to the technology.
- Consider establishing review procedures, specifically after incidents of misuse occur or when concerns are identified.

☐ **Continuously monitor legal and regulatory developments on AI technology and usage as federal and state legislation and guidance change and AI best practices evolve.**

Resource List

- ☐ [Information Systems Council Policy on Generative Artificial Intelligence](#)
- ☐ [Avoiding Discriminatory Use of AI](#)