AI Tool Review Checklist

Form G-5

Prepared by The Ethics Lab. Anik Sahai, Executive Director.

What to confirm before any AI tool reaches students. For any state; Florida schools use Kit Doc 4 (Form AI-4).

How to mark it. Filled in by the AI Policy Lead with technology and curriculum staff and one teacher who will use the tool. Tick only when the statement is true *and* the evidence (a contract clause, policy page, screenshot, or your own test) is noted on the right. Otherwise leave blank or write NA. Tags marked FL show the matching clause of Florida Rule 6A-1.0957.

TOOL NAME AND VERSION	VENDOR AND CONTACT	GRADES AND SUBJECTS

	REQUIREMENT	EVIDENCE OR NOTE
1. What kind of tool is it?		
☐	We recorded whether students interact with the AI directly (chat, feedback, generated answers): Yes / No. If yes, family notice and permission apply (Guide 4). FL (3)(e)1	
☐	The school can turn the AI feature off for some classes or students. Note whether it is on by default.	
☐	If it acts on its own (several steps without a person approving each), it keeps a full activity log and staff can stop it immediately without the vendor. Test it. NA if it never acts on its own. FL (3)(e)3	
2. Student data and the contract		
☐	Signed data privacy agreement, such as the Student Data Privacy Consortium's National Data Privacy Agreement with your state's terms. FL (3)(e)16	
☐	Contract bars selling, monetizing, or profiling with student data, and using it to train AI models; the vendor's AI model providers are bound to the same. FL (3)(e)17	
☐	Vendor lists every type of student data it collects (including prompts and chat history), how it is used, when it is deleted, and who else receives it. Countries where it is stored and processed: ____ FL (3)(e)17	
☐	Interaction records are kept long enough for families to see them, the vendor can export one student's records on request, and will preserve a student's records on request while a records request or legal matter is open. FL (3)(e)14: 30 days minimum	
☐	Clear deletion terms for when a student leaves and when the contract ends.	
☐	For students under 13: the vendor explains how consent under the Children's Online Privacy Protection Act is obtained, whether it relies on school consent, whether it discloses data to third parties (including AI model providers), and gives its written retention policy.	
☐	The tool does not record students' voices or video or create face or voice templates, or, if it does, any parent consent your state requires is in place. FL: s. 1014.04(1)(g), (i), F.S.	
☐	The vendor must report a security incident within a set time written into the contract. FL (3)(e)18	
3. Safety and design		
☐	Not designed, marketed, or set up to act as a friend or companion, meet students' emotional needs, or use a persona or human-like features to keep students using it. Check the student view and the vendor's marketing. FL (3)(f)	
☐	No undisclosed behavior monitoring, social scoring, or psychological profiling. If it asks students about feelings, beliefs, or other protected areas, it follows the Protection of Pupil Rights Amendment (20 U.S.C. 1232h) and your survey rules. FL (3)(e)8	
☐	When a test message mentions self-harm, abuse, or a threat, the tool stops, points the student to a trusted adult or 988, and alerts the right person at school. Test from a staff account after warning the vendor and your counselor.	

	REQUIREMENT	EVIDENCE OR NOTE
☐	Anything the tool produces about a student (score, flag, ranking) can be reviewed and changed by staff before it counts. FL (3)(e)10	
4. Learning value and access		
☐	Vendor states known limits in writing and shares any independent studies of effect on learning. Having none does not rule a tool out; note it. FL (3)(e)12	
☐	A teacher ran it on five real assignments from the course: accurate, right level, more than one side of contested questions, aligned to state standards (list them). FL (3)(e)7	
☐	Teachers can see students' prompts and the tool's responses; students can export their history. FL (3)(e)9	
☐	Meets WCAG 2.1 Level AA, with an accessibility conformance report and known barriers listed. The ADA Title II web rule (28 C.F.R. 35.200) requires WCAG 2.1 AA from April 26, 2027 for public entities serving 50,000 or more people and April 26, 2028 for smaller and special districts; Section 504 also applies. FL (3)(e)7	
☐	Works on the devices and connections students actually have, including at home. A non-AI alternative of similar quality is ready. FL (3)(e)1.e	
5. Before launch (write the date done)		
☐	Added to the public Approved AI Tools List. Family notice sent and permissions collected (Guide 4). Teachers trained. Florida only: included in the report to the Department of Education. Review date set. FL (3)(e)1, 11, 13, 15	

DECISION

☐ Approved ☐ Approved with conditions: _____

☐ Not approved. Reason: _____

Reviewed by (names and roles) _____ Date _____

Approved by (AI Policy Lead or principal) _____ Review again by _____

Sources. Rule 6A-1.0957(3)(e), (f), F.A.C., eff. 10/29/2026, flrules.org · s. 1014.04, F.S. (2026) · 16 C.F.R. Part 312 (COPPA, amended Apr. 22, 2025) · 20 U.S.C. 1232h, 34 C.F.R. Part 98 (PPRA) · 28 C.F.R. 35.200 and DOJ interim final rule (Apr. 2026) · SDPC National DPA, privacy.a4l.org. Checked November 16, 2026.

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