

Your Staff Is Using AI. Can You Defend How?

Can you explain the purpose, protect the information, and stand behind the results?

DISTRICT RULES COME FIRST

- ✓ Follow any existing Acceptable Use Policy, AI guidance, and related district rules.
- ✓ No AI policy yet? Existing privacy, security, and professional duties still apply.
- ✓ If permission is unclear, choose REVIEW. This guide does not authorize a tool or disclosure.

Proposed use: Tool _____ Task _____ Information _____ Audience _____

1 Five checks to clear BEFORE AI use

Mark each: YES / UNSURE / NO

Purpose	Does this serve a clear educational or operational need?	_____
Information	Is this information permitted in the tool? Removing names may not prevent identification.	_____
Permission	Do district approval or instructions cover this tool, account, users, task, and data?	_____
Human review	Can a qualified person check accuracy, bias, calculations, and suitability before use?	_____
Impact	Is required oversight in place for learning, services, staffing, safety, or spending? Can we explain AI's role and disclose it when required?	_____

2 Choose the action

ALLOW

Proceed within boundaries

All five answers are YES and no stop condition applies. Verify the result before sharing or acting. Recheck if the use changes.

Example: Draft a general newsletter with public facts in an approved tool.

REVIEW

Pause and resolve uncertainty

Any answer is UNSURE or NO, unless a stop condition applies. Pause data entry or use of the output until the right reviewer resolves the concern.

Example: An approved AI tool that uses student-record summaries with unclear permissions.

STOP

Do not proceed as proposed

A known rule violation, unauthorized sensitive-data disclosure, deceptive fabrication, or a consequential AI decision without accountable human judgment.

Example: Upload identifiable IEPs to an unapproved chatbot. Redesign the use.

One serious problem overrides four acceptable answers. This is a decision rule, not a score.

3 Who handles the question?

TEACHERS & STAFF

Explain the task and data. Verify accuracy and educational suitability. Own the final work.

IT / PRIVACY REVIEWER

Check access, vendor data use, retention, and safeguards. Confirm technical and privacy conditions.

SUPERINTENDENT / DESIGNEE

Resolve policy and approval questions. Involve curriculum, special education, or finance as needed.

Record: Decision _____ Owner / reviewer _____ Conditions _____ Revisit _____