

AI Tool Compliance Checklist For Schools

This checklist is designed to assist schools in evaluating new AI tools for suitability and GDPR compliance. Regular reviews, staff training, and adherence to official guidelines are essential to maintaining data protection standards and ethical AI use in education. Schools should remain vigilant in assessing AI tools to ensure compliance with regulatory frameworks and uphold data privacy standards.

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| AI Tool Name: |  |

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| Category  1 | Checklist Item | Completed? (**✔/**X**)** |
| **1. Understand the AI Tool's Data Handling** | Verify what types of data the AI tool collects. Ensure no personal or sensitive data is entered, especially into open AI systems. |  |
| Confirm how and where the tool processes and stores data. Ensure compliance with data protection regulations, including encryption standards. |  |
| **2. Determine the AI Tool's Nature** | Identify whether the AI tool is an open or closed system and evaluate the associated risks. |  |
| **Open AI Tools**: May store or learn from input data. Avoid entering identifiable information, student records, or any sensitive data. |  |
| **Closed AI Tools**: More secure but still requires verification of data handling, retention policies, and security measures. |  |
| Check if the AI tool complies with existing data protection policies and IT security frameworks used by the school. |  |
| **3. Assess Compliance with Data Protection Legislation** | Consult the Data Protection Officer (DPO) or IT lead regarding compliance with UK GDPR and the Data Protection Act 2018. |  |
| If using closed AI tools with personal data, update the school's privacy notice accordingly to ensure transparency. |  |
| Conduct a Data Protection Impact Assessment (DPIA) to identify any potential risks and mitigation strategies. |  |
| **4. Ensure Transparency and Accountability** | Inform staff, students, governors, parents, and carers about how the AI tool processes personal data, including any automated decision-making elements. |  |
| Clearly acknowledge or reference the use of generative AI in any work produced and provide attribution where applicable. |  |
| Establish clear internal guidelines on AI usage for teachers and students, outlining ethical considerations and best practices. |  |
| **5. Validate the AI Tool's Outputs** | Cross-verify the tool’s outputs against reliable sources to ensure accuracy and prevent misinformation, bias, or misleading content. |  |
| Regularly monitor the AI tool’s performance to ensure it aligns with the school's educational standards and values. |  |
| **6. Review Relevant Guidelines and Policies** | Familiarise yourself with Ofsted's expectations on AI usage in educational settings, including its impact on learning and assessment. |  |
| Refer to the Joint Council for Qualifications' (JCQ) guidelines on AI use in assessments to maintain academic integrity. |  |
| Stay updated on changes to national and international regulations on AI and data protection that may affect school policies. |  |
| **7. Ensure Accessibility and Inclusivity** | Check if the AI tool is accessible to all students, including those with disabilities or additional learning needs. |  |
| Ensure the AI tool does not reinforce biases or discrimination and provides fair and unbiased outcomes for all users. |  |

## Reference

Adapted from the Department for Education's guidance on Generative AI and Data Protection in Schools.

Source: https://www.gov.uk/guidance/data-protection-in-schools/generative-artificial-intelligence-ai-and-data-protection-in-schools