AI Tool Evaluation Checklist

This checklist is a generalized list based on my research and resources. It is only a starting point for those that do not have one. This list is NOT definitive nor complete, but it is a living document that will be updated over time.

- ☐ **Determine the Purpose of AI Use**: The first step in evaluating AI tools is to define the purpose of their use in the classroom. Consider the educational goals and objectives of using AI technology and how it can enhance the teaching and learning experience.

- ☐ **Evaluate Privacy and Security Concerns**: Ensure the AI tool complies with privacy protection laws and policies (COPPA, CIPA, and other laws and regulations). Review the data privacy policies and terms of service to see how they protect students' data privacy. Look for tools that use encryption or other security measures to protect student data.

  Some specific privacy issues to look for include the following:
  - ☐ Data collection policies and practices
  - ☐ Data retention policies and practices
  - ☐ Data sharing policies and practices
  - ☐ The level of consent required for data collection and sharing
  - ☐ The type of data collected (personal information, browsing history, location data, etc.)
  - ☐ The security measures are in place to protect student data.

- ☐ **Determine the Type of AI**: Consider the type of AI tool you are evaluating. Is it a recommendation system, a natural language processing tool, or a predictive analytics tool? Each type of AI tool has different capabilities and requirements, so it's essential to understand what you're dealing with.

  - ☐ **Chat/Conversational** - Will any students, teachers, or other stakeholders have direct access to chat with an AI-powered chatbot?
  - ☐ How was it trained? The company should be transparent about this.
  - ☐ How do they communicate breaches? Hacking?

- ☐ **Research the Reliability of the AI Tool**: If possible, look for independent studies that validate the accuracy and effectiveness of the AI tool. Also, consider if the AI tool has been used in other schools or institutions and if there is any feedback on its effectiveness.
- ☐ **Evaluate the Responsiveness of the AI Tool**: Look for tools designed to respond to student needs in real-time. The AI tool should be able to adapt and adjust to individual learning styles and progress.
- ☐ **Consider the Possible Dangers of AI**: Recognize the potential risks of using AI tools in the classroom. These include privacy concerns, data breaches, algorithmic bias, and the potential for AI to replace human interaction and engagement.
- ☐ **Involve Stakeholders in the Evaluation**: Involve teachers, students, and parents in the evaluation process. Get their feedback on the AI tool and how it impacts the classroom environment and learning outcomes.
- ☐ **Implement a Plan for Data Management**: Develop a plan for managing student data collected by the AI tool. Determine who will access the data, how long it will be stored, and how it will be deleted when no longer needed.
- ☐ **Consider the Cost and Maintenance of the AI Tool**: Evaluate the costs of implementing and maintaining the AI tool. Determine if it fits within the school's budget and if any ongoing costs are associated with its use.
- ☐ **(Bias) Ensure Equity and Accessibility**: Consider if the AI tool is accessible to all students regardless of their abilities and if its use is fair and equitable across different demographics. Look for evidence of algorithmic bias in the AI tool and address any disparities identified.

This checklist was created by **ShakeUpLearning.com**.