

Implementation Checklist – Business and Information Technology Operations

	To Do	Things to Consider
<input type="checkbox"/>	Determine the purpose of the AI in the classroom.	<ul style="list-style-type: none"> • What are the educational goals and how do the tools help reach them? • How does the tool enhance the teaching and learning experience?
<input type="checkbox"/>	Evaluate privacy and security concerns of the tool.	<ul style="list-style-type: none"> • Does the tool comply with privacy laws (FERPA, HIPAA)? • Does the tool comply with local privacy policies? • Understand how the tool protects students' and staff's data. • How does the tool communicate data breaches?
<input type="checkbox"/>	Determine the type of AI.	<ul style="list-style-type: none"> • Is it a recommendation system, natural language processing tool, or predictive analytics tool? • How was the tool's algorithm trained? Is that data reliable and as free from bias as possible?
<input type="checkbox"/>	Research the reliability of the tool.	<ul style="list-style-type: none"> • Look for independent studies that validate the accuracy and effectiveness of the AI tool. • Has the tool been used in other schools?
<input type="checkbox"/>	Evaluate the responsiveness of the tool.	<ul style="list-style-type: none"> • Look for tools that respond to students in real-time. • Can the tool adapt to learners' needs?
<input type="checkbox"/>	Get stakeholder feedback.	<ul style="list-style-type: none"> • Involve the teachers, students, and parents in the evaluation process. • Get their feedback on how the tool will impact the classroom environment and learning objectives.
<input type="checkbox"/>	Determine the cost and maintenance of the AI tool.	<ul style="list-style-type: none"> • What is the cost of implementation? • What is the cost of maintaining and upgrading the tool?
<input type="checkbox"/>	Determine the level of support needed.	<ul style="list-style-type: none"> • How much training will users need? • How often will training be required? (at each upgrade?)
<input type="checkbox"/>	Is the tool age appropriate?	<ul style="list-style-type: none"> • Some tools are prohibited for children under age 13 or require parental/guardian permission.