

Implementation Checklist – Policy, Ethical, and Legal Considerations, Data Privacy (FERPA and HIPAA)

	To Do	Things to Consider
<input type="checkbox"/>	Evaluate Privacy and security concerns of the tools).	<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"/>	Address copyright/licensing concerns.	<ul style="list-style-type: none"> • Keep in mind that tools like spell check and grammar and style checkers are already built into most word processing software. • Understand federal and state copyright laws. Generative AI is still fairly new and discussion and clarification around copyright laws continue. • As companies continue to develop products, it is important to fully understand their licensing rules. • Review licensing types (on sites like Creative Commons) and discuss licensing information with staff.
<input type="checkbox"/>	Address plagiarism concerns.	<ul style="list-style-type: none"> • How will your district/school address plagiarism?