

AI Ethics Checklist for School Teachers

Responsible Use of Artificial Intelligence in the Classroom. Use this checklist as a quick guide when integrating AI tools into teaching and learning.

- ☐ **Be Transparent About AI Use-** Always inform students when AI tools are being used in the classroom. Explain how the tool supports learning so students understand the role of AI in the activity.
- ☐ **Protect Student Data-** Avoid entering personal student information into AI tools. Make sure the platforms you use follow school or district data privacy policies.
- ☐ **Verify AI-Generated Content** -AI tools can sometimes produce incorrect or outdated information. Review and verify AI outputs before sharing them with students.
- ☐ **Watch for Bias-** AI systems may reflect biases from the data they were trained on. Check AI responses carefully to ensure they are fair, inclusive, and respectful.
- ☐ **Promote Academic Integrity-** Encourage students to use AI as a learning support tool rather than a shortcut for completing assignments. Students should still demonstrate their own understanding.
- ☐ **Use Age-Appropriate AI Tools-** Select AI tools that are suitable for the age group of your students. Younger learners may require more guidance and supervision.
- ☐ **Maintain Human Oversight-** Teachers should always review and guide AI-generated content. AI should support teaching decisions, not replace professional judgment.
- ☐ **Teach Responsible AI Use-** Help students understand both the benefits and limitations of AI. Teach them how to use AI tools responsibly and ethically.
- ☐ **Encourage Digital Citizenship-** Promote respectful and responsible online behavior when students interact with AI tools or digital platforms.
- ☐ **Keep Learning About AI-** AI technology evolves rapidly. Stay informed about new tools, ethical considerations, and best practices for classroom use.