AI Policy Tracker

# Staff vs student AI use: a policy checklist

A free list of questions to help a district decide its rules for staff and student AI use. These are questions for your district to answer, not requirements. Adapt them to your board's procedures.

> **Not legal advice.** This checklist is general information. Check your state's official guidance and law, and your district counsel, before adopting any policy.

## Staff use

- [ ] **1. Disclosure**
  When staff use AI to help write materials that go to students, families or the board, will they say so? How?

- [ ] **2. Approved tools**
  Which AI tools are approved for staff use, and who keeps that list current?

- [ ] **3. Data privacy review**
  Has each tool been checked against your state student data privacy law and your vendor contracts or data privacy agreements before staff use it?

- [ ] **4. Protected information**
  What student or staff information must never be entered into an AI tool that has not been approved?

- [ ] **5. Human review of decisions**
  When AI output informs a decision about a student (grades, placement, discipline or services), who reviews it, and how is that review recorded?

- [ ] **6. AI detection**
  Will an AI detection result ever be used on its own to discipline a student or lower a grade? If not, what other evidence is required?

- [ ] **7. Bias and access**
  How will staff check AI tools and outputs for bias and for access needs, including students with disabilities and English learners?

- [ ] **8. Training**
  What training do staff complete before using approved tools, and how often is it refreshed?

- [ ] **9. Questions and problems**
  Who answers staff questions, and how does someone report a problem with an AI tool?

## Student use

- [ ] **10. Grade-level rules**
  Which AI uses are allowed at each grade level or course, and where is that written down?

- [ ] **11. Assignment expectations**
  How will teachers mark whether AI is allowed, allowed with limits, or not allowed on each assignment?

- [ ] **12. Student disclosure**
  How do students show when and how they used AI, for example a note, a citation or a process log?

- [ ] **13. Checking AI output**
  Are students expected to check AI output for accuracy and cite their sources?

- [ ] **14. Approved student tools**
  Which tools may students use, and have those tools passed the same privacy review as staff tools?

- [ ] **15. Age limits and consent**
  Do any tools have age limits or require parent consent under their terms of service or your state law?

- [ ] **16. Family notice**
  How will families learn which AI tools are used and what choices they have, such as an opt-in or opt-out if your state or district provides one?

- [ ] **17. Academic integrity process**
  How does the AI rule connect to your academic integrity and discipline policies, and what process does a student get if misuse is suspected?

- [ ] **18. Review cadence**
  When will the district review these rules, including when your state issues new guidance or law?

## How some states address these topics

Short notes from our state summaries. Read the official source for what it actually says, and check your own state on the map or with Compare.

**Hawaii** (official guidance issued): Student guidance asks students to declare AI use and verify outputs. Our Hawaii entry, official source.

**Massachusetts** (official guidance issued): State guidance, not a mandate, that discourages AI detection tools. Our Massachusetts entry, official source.

**Oklahoma** (official guidance issued): Guidance incorporating a state law on yearly written disclosure to families and a parent opt-out. Our Oklahoma entry, official source.

**Pennsylvania** (official guidance issued): State guidance covering vendor terms, student privacy and human review of high-impact uses such as grading, placement and discipline. Our Pennsylvania entry, official source.

## Next steps

- Find your state's status and official source on the state map.
- Use the board AI policy adoption checklist to plan the adoption steps.
- See our district policy templates.

**Not legal advice.** Check your state's official guidance and your district counsel. Checklist published November 2026.