# AI Tool Review Checklist

What to confirm before any AI tool reaches students, and the evidence to ask the vendor for.

| WHO FILLS IT IN | THE RULE | FLORIDA |
|---|---|---|
| The AI Policy Lead, with technology and curriculum staff and one teacher who will use the tool | A "yes" counts only if you can point to evidence: a contract clause, a policy page, a screenshot, or your own test | Use the Florida AI Compliance Kit's vendor review form (doc 4). Tags marked FL show the rule clause. |

**How to mark it.** A tick always means "met": tick only when the statement is true and the evidence is noted on the right. Leave it blank if not, or write NA.

| TOOL NAME AND VERSION | VENDOR AND CONTACT | GRADES AND SUBJECTS |
|---|---|---|
| | | |

## 1. What kind of tool is it?

| | QUESTION | EVIDENCE OR NOTE |
|---|---|---|
| ☐ | We have recorded whether students interact with the AI directly (chat, feedback, generated answers): **Yes / No**. If yes, family notice and permission apply (Guide 4). FL (3)(e)1 | |
| ☐ | The school can turn the AI feature off for some classes or students. Note in the evidence column whether it is on by default. | |
| ☐ | If the tool acts on its own, taking several steps without a person approving each one, it keeps a full activity log and staff can stop it immediately without calling the vendor. Test this yourself. Write NA if it never acts on its own. FL (3)(e)3 | |

## 2. Student data and the contract

| | QUESTION | EVIDENCE OR NOTE |
|---|---|---|
| ☐ | Signed data privacy agreement in place, for example the Student Data Privacy Consortium's National Data Privacy Agreement with your state's terms. FL (3)(e)16 | |
| ☐ | Contract bars selling, monetizing, or profiling with student data, and using it to train AI models. Do the vendor's AI model providers agree to the same? FL (3)(e)17 | |
| ☐ | Vendor lists every type of student data it collects, including prompts and chat history. | |

| | QUESTION | EVIDENCE OR NOTE |
|---|---|---|
| ☐ | Where is student data stored and processed? Name the countries. **FL (3)(e)17** | |
| ☐ | Records of student interactions are kept long enough for families to see them, and the vendor can export one student's records on request. **FL (3)(e)14: 30 days minimum** | |
| ☐ | Clear deletion terms when a student leaves and when the contract ends. | |
| ☐ | The vendor's terms allow use at your students' ages, and any parent consent the terms require is in place. | |
| ☐ | Vendor must tell you about a security incident within a set time, written into the contract. **FL (3)(e)18** | |

## 3. Safety and design

| | QUESTION | EVIDENCE OR NOTE |
|---|---|---|
| ☐ | Not designed, marketed, or set up to act as a friend or companion, to meet students' emotional needs, or to use a persona or human-like features to keep students using it. Look at the student view and the vendor's marketing. **FL (3)(f)** | |
| ☐ | No undisclosed behavior monitoring, social scoring, or psychological profiling. **FL (3)(e)8** | |
| ☐ | When a test message mentions self-harm, abuse, or a threat, the tool stops, points the student to a trusted adult or 988, and alerts the right person at school. Test from a staff account, and warn the vendor and your counselor first. | |
| ☐ | Anything the tool produces about a student (a score, a flag, a ranking) can be reviewed and changed by staff before it counts. **FL (3)(e)10** | |

## 4. Learning value and accuracy

| | QUESTION | EVIDENCE OR NOTE |
|---|---|---|
| ☐ | Vendor states the tool's known limits in writing and shares any independent studies of its effect on learning. Having no studies does not rule a tool out, but note it. **FL (3)(e)12** | |
| ☐ | A teacher ran it on five real assignments from the course. Were the answers accurate and at the right level? Did it present more than one side of contested questions? **FL (3)(e)7** | |
| ☐ | Teachers can see students' prompts and the tool's responses, and students can export their history to show their process. **FL (3)(e)9** | |
| ☐ | Aligned to your state standards for the course. List the standards. **FL (3)(e)7** | |

## 5. Access for every student

| | QUESTION | EVIDENCE OR NOTE |
|---|---|---|
| ☐ | Vendor provides an accessibility conformance report and lists known barriers for students who use screen readers or other assistive technology. FL (3)(e)7 | |
| ☐ | Works on the devices and connections your students actually have, including at home. | |
| ☐ | A non-AI alternative of similar quality is ready for students without permission. FL (3)(e)1.e | |

## 6. Before launch

| | STEP | DATE DONE |
|---|---|---|
| ☐ | Added to the public Approved AI Tools List. FL (3)(e)13 | |
| ☐ | Family notice sent and permission forms collected (Guide 4). FL (3)(e)1 | |
| ☐ | Teachers trained on the tool, its limits, and how to report a problem. FL (3)(e)11 | |
| ☐ | Florida only: tool included in the report to the Florida Department of Education. FL (3)(e)15 | |
| ☐ | Review date set to decide whether to keep the tool. | |

## Decision

☐ Approved ☐ Approved with conditions: _____

☐ Not approved. Reason: _____

**Reviewed by (names and roles)** _____ **Date** _____

**Approved by (AI Policy Lead or principal)** _____ **Review again by** _____

**Sources.** Rule 6A-1.0957(3)(e) and (3)(f), F.A.C., effective 10/29/2026, flrules.org/gateway/ruleNo.asp?id=6A-1.0957 · Student Data Privacy Consortium, National Data Privacy Agreement, privacy.a4l.org/national-dpa · 988 Suicide & Crisis Lifeline, 988lifeline.org. All opened November 12, 2026.

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