



A FREE WORKING TOOL FOR ARKANSAS SCHOOL DISTRICTS

The School AI Tool Review Worksheet

One consistent way for your AI tool selection committee to review any tool for privacy, cost and fit, and to write down a decision you can explain to staff, parents and your board.



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THE WHOLE THING IN ONE SENTENCE

Send the vendor eleven questions, answer three sets of review questions at the table, and write down one decision with an owner and a review date.

SECTION ONE

How the review works.

New AI tools arrive every month, and teachers and staff will ask for them. This worksheet gives your AI tool selection committee one consistent way to review any tool, so every decision is made the same way, written down and easy to explain to your board and to parents.

Three questions decide every review

Privacy

Does the tool protect student and staff information the way your policy and the law require?

Cost

What will the tool cost in money and in staff time, now and at renewal?

Fit

Does the tool serve a need your staff have named, and does it work with the systems and accounts your district already uses?

Who takes part

The committee works best with the technology director, a district leader, a principal, a teacher and a member of the support staff. The technology director answers the account and settings questions, and the teacher and support staff member answer whether the tool fits the daily work.

How long it takes

Most tools take thirty to forty-five minutes once the vendor's answers are in hand. Send the vendor questions on page nine ahead of the meeting so the committee spends its time deciding.

ONE TOOL, ONE WORKSHEET

Complete a separate worksheet for each tool and keep every completed worksheet on file. Together they become the record behind your approved tool list.

SECTION TWO

The tool and the request.

Start with the basics, so everyone at the table is reviewing the same tool, the same plan and the same purpose.

Tool name	Vendor
Plan or version being reviewed	Date of review
Requested by	Building or department
Staff who would use it	Would students use it directly? Ages?

What staff would use it for

The task it would help with

How the work is done now

BEFORE YOU GO FURTHER	YES	NO	UNKNOWN
The request names a specific task, not just the tool.	☐	☐	☐
The task supports a goal in the district or building plan.	☐	☐	☐
A tool the district already owns cannot do this task.	☐	☐	☐

If all three answers are No, the committee may choose to return the request with a question rather than review the tool.

SECTION THREE

Privacy.

Privacy questions come first because they decide whether the rest of the review is needed. The technology director usually answers these from the vendor's terms and the answers to the questions on page nine.

PRIVACY QUESTION	YES	NO	UNKNOWN
Information entered into the tool is not used to train the vendor's models, or that use can be turned off for district accounts.	☐	☐	☐
The vendor states where information is stored and how long it is kept.	☐	☐	☐
The district can delete its information and receive confirmation that it was deleted.	☐	☐	☐
The vendor will sign the district's data privacy agreement.	☐	☐	☐
Staff and students sign in with district accounts, not personal accounts.	☐	☐	☐
The district has an administrator view to manage accounts and settings.	☐	☐	☐
The vendor will notify the district promptly if information is exposed.	☐	☐	☐
If students under thirteen use the tool, it meets COPPA requirements and the consent process is clear.	☐	☐	☐
The tool meets the protections of FERPA and Arkansas's Student Online Personal Information Protection Act for any student information it holds.	☐	☐	☐

SECTION FOUR

Cost.

A tool's cost includes the price, the time it takes staff to learn it and what happens when the contract renews. A free tool can still carry a cost in time, so it deserves the same review.

COST QUESTION	ANSWER
Price per staff member, per building or for the district	
What the free version leaves out, if there is one	
Renewal date and how the price can change at renewal	
Hours of training staff need before they can use it well	
Tools the district already pays for that do some of the same work	
What it takes to stop using the tool and keep the district's work	
Funding source, if the tool is approved	
COST SUMMARY	YESNOUNKNOWN
The full cost for the first year is known.	☐ ☐ ☐
The cost at renewal is known or capped.	☐ ☐ ☐
Training time is planned and scheduled.	☐ ☐ ☐

SECTION FIVE

Fit.

A tool that fits gets used, and a tool that gets used is worth what the district paid for it. The teacher and the support staff member on the committee usually lead this part.

FIT QUESTION	YES	NO	UNKNOWN
The tool does the task named in the request well enough to save staff time.	☐	☐	☐
It works with the platform the district already uses, such as Microsoft or Google.	☐	☐	☐
It meets the district's accessibility expectations for staff and students.	☐	☐	☐
A staff member could learn the basics in one short session.	☐	☐	☐
The teacher keeps every grading and instructional decision.	☐	☐	☐
Any decision about a student stays with a person, including IEP and 504 decisions.	☐	☐	☐
Someone in the district is willing to own the tool and answer staff questions.	☐	☐	☐
The vendor provides support during school hours.	☐	☐	☐

TRY IT BEFORE YOU DECIDE

When the privacy answers allow it, ask two staff members to try the tool for a week on the named task, with made-up examples only, and report back to the committee.

SECTION SIX

The decision and the record.

Every review ends with a decision the committee writes down. A clear record lets the district explain each decision to staff, parents and the board, and it makes next year's review faster.

DECISION	MARK ONE
Approve for the staff named in the request	☐
Approve with conditions listed below	☐
Return to the requester with questions	☐
Do not approve at this time, and revisit on the date below	☐
Conditions, such as settings, who may use it and for which tasks	
Owner of the tool in the district	Date added to the approved tool list
Date staff were told	Next review date
Committee chair	Technology director

After an approval

1. Add the tool, its conditions and its owner to the approved tool list.
2. Tell staff what the tool is approved for and where to learn it.
3. Set up district accounts and settings before anyone uses it.
4. Put the next review date on the committee calendar.

SECTION SEVEN

Questions to send the vendor.

Send these questions before the committee meets, and ask the vendor to answer in writing. Written answers become part of your record.

1. Is information entered by our staff or students used to train your models? If so, can that be turned off for our accounts, and how?
2. Where is our information stored, and how long is it kept?
3. How do we delete our information, and how will you confirm that it was deleted?
4. Will you sign our district's data privacy agreement?
5. Do you support sign-in with our district accounts, and do we get an administrator view?
6. Is the product designed for students? If so, for which ages, and how do you meet COPPA requirements?
7. How do you meet the requirements of FERPA and Arkansas's Student Online Personal Information Protection Act?
8. How and how quickly will you notify us if our information is exposed?
9. What is the price for our district, what is included and how can the price change at renewal?
10. What training and support do you provide, and during what hours?
11. What happens to our information and our work if we stop using the product?

Your district's attorney reviews any agreement before it is signed.

SECTION EIGHT

When you want help.

Growth Right Solutions facilitates two working sessions with a district's AI tool selection committee. The committee leaves with a way to review any tool for privacy, cost and fit, a first approved tool list and a plain-language page for parents. Ed Becker facilitates, and the committee decides.

The committee sessions are one piece of a district program that also trains principals, licensed staff and support staff, with every session built around your board's policy, Arkansas law and federal student privacy rules.

START WITH A CONVERSATION ABOUT YOUR GOALS

It is free, there is no sales and no obligation, and your goals decide what every session covers.

GrowthRight.Solutions/arkansas-schools

Two companion resources

The Arkansas School District AI Readiness Checklist shows your leadership team what is in place across the district and what comes next. Using AI at School, A Staff Quick Reference, gives every staff member the district's rules on one page. Both are free at GrowthRight.Solutions/resources.

Sources

Arkansas Act 848 of 2025, on the use of artificial intelligence by public entities. Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§ 6501 to 6506. Arkansas Student Online Personal Information Protection Act.

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About the author

Ed Becker is the founder of Growth Right Solutions, LLC. He spent more than twenty years in education, including as a school principal, before leading technology programs and running a managed services company, and he now leads AI adoption for owner-led companies and Arkansas school districts.

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