



A FREE SELF-CHECK FOR ARKANSAS SCHOOL DISTRICT LEADERS

The District AI Policy Checkup

A clear way to see whether the AI policies your board adopted are working in every building, with a one-page scorecard for your district leadership team and your board.



IN PLACE

UNDERWAY

FINISH NEXT

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THE WHOLE THING IN ONE SENTENCE

Write down your district’s AI policies by topic, check five areas from training to families, and finish the three items that matter most before your next board report.

SECTION ONE

Adopting the policy was step one.

Your board has adopted AI policies, and that was an important first step. A policy protects students and staff when every building knows it, follows it and can show that it does. This checkup helps your district leadership team, the superintendent and the central office administrators, see where your district stands in about an hour, and it ends with a one-page scorecard you can share with your board.

What Arkansas asks of every district

Act 848 of 2025 asks every public entity in Arkansas, including school districts and charter schools, to have a written AI policy, to make it available to the public, to train employees on appropriate use and to keep a person responsible for final decisions. Federal student privacy law applies to every AI tool that touches student information.

YOUR POLICY NUMBERS

Arkansas districts number their policies differently, so this checkup works by topic. Write your district's policy numbers below once, and the rest of the checkup will apply to your own policies.

TOPIC YOUR BOARD'S POLICIES COVER	YOUR POLICY NUMBER	DATE ADOPTED	WHERE IT IS POSTED
Licensed staff use of AI			
Support staff use of AI			
Student use of AI			
Approving technology and AI tools			
Student records and data privacy			

Mark each statement in sections two through six as in place, underway, not yet, or not sure. Not sure is a useful answer, because it shows where to ask the next question.

SECTION TWO

Area one: policy and the public.

A policy only guides people who can find it and understand it. These statements check that your policies are current, public and owned by someone on your district leadership team.

STATEMENT	IN PLACE	UNDERWAY	NOT YET	NOT SURE
The board has adopted written AI policies for staff and for students.	☐	☐	☐	☐
The policies are posted where the public can find them, such as the district website.	☐	☐	☐	☐
A named member of the district leadership team owns the AI policies and keeps them current.	☐	☐	☐	☐
The policies have been reviewed in the last twelve months.	☐	☐	☐	☐
Principals can explain the policies to their staff in plain language.	☐	☐	☐	☐
Families can find the policy for student use without calling the office.	☐	☐	☐	☐

A QUICK TEST

Ask three staff members in three different buildings where to find the district's AI policy. Their answers tell you more than any document review.

SECTION THREE

Area two: training before use.

Act 848 asks that employees be trained on appropriate use. Training works best before staff use AI in their work, and it counts most when it is recorded.

STATEMENT	IN PLACE	UNDERWAY	NOT YET	NOT SURE
Licensed staff were trained on appropriate use before using AI in their work.	☐	☐	☐	☐
Support staff who use AI were trained, including office, food service, transportation, maintenance and paraprofessional staff.	☐	☐	☐	☐
New employees are trained on the AI policies during onboarding.	☐	☐	☐	☐
Training covers what never goes into an unapproved tool, such as student names and records.	☐	☐	☐	☐
Attendance records show names, dates, hours and topics for every session.	☐	☐	☐	☐
AI training appears in the district professional learning plan.	☐	☐	☐	☐
Staff receive an update when the policy or approved tools change.	☐	☐	☐	☐

RECORDS PROTECT EVERYONE

If a parent, an auditor or the board asks whether staff were trained, a simple sign-in sheet with dates and topics answers the question in minutes.

SECTION FOUR

Area three: approved tools and student data.

Every AI tool that touches student information carries privacy duties under FERPA, COPPA and the Arkansas Student Online Personal Information Protection Act. These statements check that tools are chosen on purpose and that student data stays protected.

STATEMENT	IN PLACE	UNDERWAY	NOT YET	NOT SURE
The district keeps a current list of approved AI tools, and staff know where to find it.	☐	☐	☐	☐
A committee or named group reviews AI tools before they are approved.	☐	☐	☐	☐
That group has met within the last semester and keeps notes of its decisions.	☐	☐	☐	☐
Every approved tool that handles student data has a signed data agreement.	☐	☐	☐	☐
Students under thirteen use only tools approved for their age.	☐	☐	☐	☐
Staff know which information never goes into any AI tool.	☐	☐	☐	☐
There is a way for staff to request review of a new tool.	☐	☐	☐	☐

The School AI Tool Review Worksheet, free at growthright.solutions/resources, walks a committee through reviewing one tool.

SECTION FIVE

Area four: people make the decisions.

AI can draft, sort and suggest. A person decides. These statements check that a person stays responsible wherever a decision affects a student or an employee.

STATEMENT	IN PLACE	UNDERWAY	NOT YET	NOT SURE
A person reviews and decides every grade, even when AI helped draft feedback.	☐	☐	☐	☐
IEP and 504 decisions are made by the team, and student details never go into an unapproved tool.	☐	☐	☐	☐
Discipline and academic integrity decisions never rest on an AI detection score alone.	☐	☐	☐	☐
Hiring and personnel decisions are made by people, with AI used only as the policy allows.	☐	☐	☐	☐
Staff know who to ask when they are unsure whether a use is allowed.	☐	☐	☐	☐
There is a simple way to report and correct a mistake involving AI.	☐	☐	☐	☐

THE PRINCIPLE BEHIND EVERY ITEM

The tool supports the work, and a named person owns the decision. When that is true in every building, most questions answer themselves.

SECTION SIX

Area five: students and families.

Students and families trust the district's use of AI when the rules are clear and the message is the same in every building.

STATEMENT	IN PLACE	UNDERWAY	NOT YET	NOT SURE
Teachers state how AI may be used on each assignment.	☐	☐	☐	☐
Departments and grade-level teams use the same levels of AI use.	☐	☐	☐	☐
Students know how to show when and how they used AI.	☐	☐	☐	☐
Families have received a plain-language letter about AI in your schools.	☐	☐	☐	☐
Families know who to contact with questions about AI.	☐	☐	☐	☐
Principals use the same talking points at open house and board meetings.	☐	☐	☐	☐

The Family Communication Kit and The Teacher's Guide to Students, AI and Academic Integrity, both free at growthright.solutions/resources, help with every item on this page.

SECTION SEVEN

Your scorecard.

Look back over each area and mark one circle. An area is in place when nearly every statement is in place, underway when most are in place or underway, and finish next when several are not yet or not sure.

AREA	IN PLACE	UNDERWAY	FINISH NEXT	OWNER AND DATE
1. Policy and the public	☒	☐	☐	
2. Training before use	☒	☐	☐	
3. Approved tools and student data	☒	☐	☐	
4. People make the decisions	☒	☐	☐	
5. Students and families	☒	☐	☐	

Finish these three first

#	WHAT WE WILL FINISH	OWNER	BY WHEN
1			
2			
3			

SHARING IT WITH YOUR BOARD

This page makes a clear, honest update for your board: where the district stands, what comes next and who owns it. Run the checkup again in six months to show the progress.

When you want help.

We help district leaders close every gap this checkup finds, from training licensed and support staff in each building to facilitating your AI tool committee and preparing the report your superintendent gives the board.

Growth Right Solutions trains the teachers, administrators and support staff of Arkansas school districts to use AI safely and well, with every session built around your board's policy, Arkansas law and federal student privacy rules. Ed Becker leads the sessions himself, with our team behind him.

START WITH A CONVERSATION ABOUT YOUR GOALS

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

growthright.solutions/arkansas-schools

More free resources for Arkansas school districts

The Arkansas School District AI Readiness Checklist, The School AI Tool Review Worksheet, Using AI at School, A Staff Quick Reference, and the leadership guides for superintendents, principals and department chairs are all 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. Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Executive Order 14277, Advancing Artificial Intelligence Education for American Youth, April 23, 2025. U.S. Department of Education Dear Colleague Letter on the use of AI in schools, July 22, 2025. Arkansas Division of Elementary and Secondary Education, professional development requirements for licensed staff.

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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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