AI Integration: Leadership Checklist

There are important steps that Local Education Agencies (LEAs) should take when implementing the use of artificial intelligence (AI) in schools. Like technology that came before it, AI presents opportunities for enhanced learning experiences, creative and innovative thinking, and personalized instruction that supports all learners. Also, like technology that came before it, AI must be used in ways that are responsible, ethical, and safe.

Having clear and updated LEA policies will support the appropriate use of AI in the classroom. Below, find a checklist to guide your process of integrating AI into your LEA. All draft AI policies should be reviewed and approved prior to adoption.

Step 1: Identify Stakeholders

✓ Make a list of key stakeholders within your LEA that will support your LEA with developing and adopting AI policies. Consider including:
  - School district leaders
  - IT Directors
  - Educators
  - Students
  - Communications staff

✓ Make a list of key stakeholders in your LEA community that should be consulted and informed throughout your LEA's process of developing and adopting AI policies. Consider including:
  - School board members
  - Families
  - Students
  - Community members
  - Community partners (such as advisory committees, school board members, CTE advisory committees, businesses, or nonprofit organizations that your LEA works with regularly)

Step 2: Discussions with Stakeholders

✓ Use OSPI's AI guidance, AI terms, and FAQ as resources to provide a basis of understanding for conversations.

✓ Work with stakeholders within your LEA to identify AI tools that your LEA will support. Consider:
  - The availability of technological infrastructure at your LEA
  - The data privacy policies of the AI tools under consideration
  - How teachers will engage in professional learning opportunities to integrate AI into their classrooms

✓ Give families, students, community members, and community partners multiple opportunities to engage in the process. This engagement could look like:
  - Town hall meetings
  - Open houses
  - Question-and-answer sessions

Step 3: Develop AI Policy

✓ Collaborate with stakeholders to develop your LEA's AI policy.

✓ Develop a process for updating your LEA's AI policy as technology advances and the needs of your LEA community change.

✓ Ask stakeholders to review and provide feedback on your LEA's AI policy. Ask multiple types of stakeholders to engage in the review process, including:
  - Administrators
  - Educators
  - Students
  - Families

✓ Partner with your LEA's Communications staff to:
  - Ensure that your LEA's AI policy is written in Plain Talk.
  - Ensure that the document is compliant with the Americans with Disabilities Act.
  - Make the document available to the public.
  - Identify the process for updating the document and housing its updated versions.

Step 4: Update Other Policies

✓ Using the processes in place at your LEA, work with committees, appointed staff, and/or others to review and update current LEA policies to be in alignment with your AI policy. Policies to consider including:
  - Technology Responsible Use Policy (RUP)
  - Integrate LEA academic integrity policy
  - LEA student code of conduct or HIB (harassment, intimidation, bullying) policy
  - Staff policies
  - Classroom academic policies and syllabi

✓ Partner with your LEA's Communications staff to coordinate messaging to students, families, and other stakeholders regarding these updated policies.