



**safe on social**  
education and consulting

[www.safeonsocial.com](http://www.safeonsocial.com)



# AI Tools - Self Audit

## Introduction

This assessment tool is crafted by Safe on Social Media Ltd to assist educators in evaluating AI-powered educational tools for classroom use. It focuses on ensuring these tools are effective for teaching, compliant with privacy standards, and appropriate for student use.

### Assessment Goals

- Determine the pedagogical value of AI tools.
- Confirm adherence to privacy and data protection standards.
- Verify the suitability of content for the intended student audience.

### Assessment Scoring Guide

Rate each area on a scale from 1 to 5, where:

- 1** = Not Implemented: No evidence of implementation or consideration.
- 2** = Partially Implemented: Some elements are in place but not systematically addressed.
- 3** = Moderately Implemented: A fair level of implementation with room for improvement.
- 4** = Well Implemented: Strong evidence of implementation with minor gaps.
- 5** = Fully Implemented: Comprehensive and thorough implementation.

# Assessment Categories

## Content Appropriateness

**Objective:** Ensure the educational content is suitable for the age and maturity level of your students.

**Action Items:**

- Review the content within AI tools for age-appropriateness.
- Align content selection with curriculum standards and learning objectives.

**SCORE OUT OF 5:**

## Privacy Policy Awareness

**Objective:** Understand and adhere to the privacy policies of educational tools.

**Action Items:**

- Read and comprehend the privacy policies of the tools in use.
- Ensure that student data is handled securely as per policy guidelines.

**SCORE OUT OF 5:**

## Compliance with Laws and Regulations

**Objective:** Ensure that the tools comply with educational privacy laws and regulations.

**Action Items:**

- Familiarize yourself with relevant privacy laws in your region (e.g., FERPA, COPPA, GDPR, APP's).
- Check that the tools in use are in full compliance with these laws.

**SCORE OUT OF 5:**

## Engagement with Stakeholders

**Objective:** Collaborate with stakeholders to evaluate the impact and effectiveness of technology tools.

### Action Items:

- Discuss tool usage and concerns with colleagues, parents, and students.
- Incorporate feedback into technology usage decisions.

**SCORE OUT OF 5:**

## Development of Usage Guidelines

**Objective:** Create clear guidelines for the use of educational technology tools.

### Action Items:

- Establish rules for the appropriate use of AI tools in the classroom.
- Communicate these guidelines to students and parents.

**SCORE OUT OF 5:**

## Exploration of Educational Tools

**Objective:** Investigate various AI tools to find those that best fit educational needs and privacy requirements.

### Action Items:

- Research and compare different AI educational tools.
- Prioritize tools that balance functionality with strong privacy protections.

**SCORE OUT OF 5:**

## Collection of User Feedback

**Objective:** Gather insights from peers and students on the effectiveness and privacy aspects of the tools.

### Action Items:

- Seek out and evaluate reviews or testimonials from other educators.
- Solicit direct feedback from students on their experience with the tools.

**SCORE OUT OF 5:**

## Conducting Pilot Tests

**Objective:** Perform hands-on testing with AI tools to assess their practicality and privacy adherence.

### Action Items:

- Implement trial runs of tools in a controlled setting.
- Observe and record any privacy or functionality issues.

**SCORE OUT OF 5:**

## Consult with Tech Online Safety & Privacy Experts

**Objective:** Obtain expert advice on the privacy and security features of educational tools.

### Action Items:

- Reach out to school IT professionals or external online safety and privacy consultants for guidance.
- Apply expert advice to the selection and use of educational tools.

**SCORE OUT OF 5:**

## Comparative Analysis of Tools

**Objective:** Evaluate and select the most appropriate educational tools based on a set of criteria.

**Action Items:**

- List the pros and cons of each tool based on trials and feedback.
- Make an informed decision on which tools to integrate into your teaching.

**SCORE OUT OF 5:**

## Planning for Integration

**Objective:** Prepare for the adoption and use of new educational tools.

**Action Items:**

- Develop a plan for introducing new tools to the classroom.
- Organize training sessions for yourself and your students, if necessary.

**SCORE OUT OF 5:**

## Additional Considerations

### Data Management

**Objective:** Ensure the ability to manage student data effectively within the tools.

**Action Items:**

- Check if the tools provide options for data export and deletion.
- Understand the processes for managing student data within each tool.

**SCORE OUT OF 5:**

## Accessibility and Inclusivity

**Objective:** Confirm that tools are accessible to all students, including those with disabilities.

**Action Items:**

- Evaluate tools against accessibility standards.
- Ensure that tools are usable by all students in your class.

**SCORE OUT OF 5:**

## Support and Resources

**Objective:** Assess the availability and quality of technical support and training materials.

**Action Items:**

- Determine the level of support offered by tool providers.
- Access and review training materials for their usefulness.

**SCORE OUT OF 5:**

## Financial Considerations

**Objective:** Understand the costs associated with the use of educational tools.

**Action Items:**

- Perform a cost-benefit analysis of each tool.
- Plan for any budgetary impacts resulting from tool adoption.

**SCORE OUT OF 5:**

## Completion and Next Steps

After completing the self-assessment, tally your scores and review areas where the score is less than 3. These are opportunities for improvement.

For areas scoring 4 or 5, consider sharing best practices with colleagues.

## Educator Information

Name: \_\_\_\_\_

Subject(s) Taught: \_\_\_\_\_

School: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Please retain this completed self-assessment for your records and as a guide for future technology integration planning.