

Responsible AI in schools checklist

Use this checklist before staff use AI-supported outputs in school work.

Checklist

- Use approved systems and follow organisation policy.
- Avoid personal and sensitive information unless explicitly approved.
- Anonymise context and use minimum necessary detail.
- Review every output before use.
- Escalate high-risk or uncertain uses.
- Keep the responsible staff member visible.

Risk check

- 1 Does this involve personal or sensitive information?
- 2 Could this affect a pupil, family or staff member?
- 3 Does it rely on statutory, safeguarding or policy wording?
- 4 Who is responsible for approving the final version?
- 5 Should this use case be escalated before continuing?

Use this PDF alongside the full RockettAI guide at rockettai.com/resources.