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Ethical AI Use Checklist



AI-ADU

**BUILDING PATHS
TO THE FUTURE**

Module 4.
Unit 7.



1. AI use case

QUESTION	ANSWER/NOTES
What AI tool will be used?	
What task or process will it support?	
Who will use the tool?	
Who may be affected by the output?	
What will AI produce?	

2. Purpose check

QUESTION	YES/NO/NOT SURE	NOTES
Is the purpose of using AI clear?		
Is AI needed for this task?		
Does AI support teaching, learning, communication or organisational processes in a meaningful way?		
Could the same task be completed without AI?		

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3. Data check

QUESTION	YES/NO/NOT SURE	NOTES
Will personal learner or staff data be entered into the AI tool?		
Will sensitive or confidential information be entered?		
Can the task be completed using anonymised, fictional or general information?		
Is the tool approved for this type of data or task?		
Is it clear who can access the data and how long it is stored?		

4. Fairness and inclusion check

QUESTION	YES/NO/NOT SURE	NOTES
Could the AI output disadvantage any learner or group?		
Does the output make assumptions about age, language, disability, culture, gender, migration background or digital skills?		
Is the output accessible and suitable for the intended learners?		
Has the output been reviewed for stereotypes, bias or unfair wording?		
Does the output support equal opportunity and inclusion?		

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5. Transparency check

QUESTION	YES/NO/NOT SURE	NOTES
Does this AI use directly affect learners?		
Should learners be informed that AI was used?		
Can staff explain how AI supported the task or output?		
Do learners know who to contact if they have questions?		
Can learners request clarification or human review if needed?		

6. Risk check

QUESTION	YES/NO/NOT SURE	NOTES
Could this AI use affect access, admission, placement, assessment, progression or learner support?		
Could an error affect a learner's opportunity, dignity, well-being or trust?		
Could this AI use be considered high-risk?		
Could this AI use be unacceptable or inappropriate in education?		
Is organisational approval needed before use?		

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7. Human oversight check

QUESTION	YES/NO/NOT SURE	NOTES
Who will check the AI output before it is used?		
Who makes the final decision?		
Can the AI output be corrected, rejected or adapted?		
Is there a clear person responsible if something goes wrong?		
Can learners ask questions or challenge the result if it affects them?		

8. Final decision

QUESTION	SELECT	NOTES
Proceed - the use is low risk and basic checking is enough.	☐	
Proceed with safeguards - use AI only after adding safeguards.	☐	
Ask for approval - ask a manager, Data Protection Officer, digital lead or responsible person to review it.	☐	
Could this AI use be unacceptable or inappropriate in education?	☐	

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9. Safeguards and next steps

Complete this section if you selected “Proceed with safeguards” or “Ask for approval”.

QUESTION	NOTES
What safeguards are needed before using AI?	
Who should review or approve the use?	
What should be changed before proceeding?	
How will learners be informed, if needed?	

10. Short summary

Write a short final note.

This AI use case is:

- ☐ Low risk
- ☐ Needs caution
- ☐ High risk
- ☐ Unacceptable / not appropriate

Final decision:

- ☐ Proceed
- ☐ Proceed with safeguards
- ☐ Ask for approval
- ☐ Do not use

Reason for the decision:

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