

AI Tool Request Form

For Instructional or School-Wide Use

Submitted by: _____

Role: ☐ Teacher ☐ Admin ☐ IT/EdTech ☐ Other: _____

Date: _____

School/Campus (if applicable): _____

1. Tool Information

- **Tool Name:** _____
- **Website or App Link:** _____
- **Vendor or Developer:** _____
- **Type of Tool:**
 - ☐ Generative AI (e.g. writing, lesson planning, image creation)
 - ☐ Adaptive Learning
 - ☐ Assessment or Feedback Tool
 - ☐ Operations/Communication
 - ☐ Other: _____

2. Intended Use

- **What task or instructional goal will this tool support?**
e.g., Differentiating reading passages, simplifying planning, analyzing student writing

- **Who will use it?**
 - ☐ Teachers
 - ☐ Students
 - ☐ Both
 - ☐ Other: _____
- **Grade levels or departments involved:**

3. Data and Privacy

- **Will this tool collect or store any of the following?**
 - ☐ Student names
 - ☐ Student work
 - ☐ Grades or assessment data
 - ☐ Email addresses
 - ☐ None
- **Does the tool have a publicly available privacy policy?**
 - ☐ Yes — [Insert link]
 - ☐ No
 - ☐ Not sure
- **Has the tool been reviewed for compliance with local privacy laws (e.g., FERPA, COPPA, GDPR)?**
 - ☐ Yes
 - ☐ No
 - ☐ Not sure

4. Review Questions

How does this tool support instruction or student learning?

What features (if any) help with accessibility, differentiation, or language support?

Have you tested this tool personally?

- ☐ Yes — briefly
- ☐ Yes — in depth
- ☐ Not yet

5. Additional Notes or Requests

Anything the review team should know?

For internal use:

- ☐ Tool Approved
- ☐ Tool Approved With Conditions
- ☐ Tool Denied
- ☐ Needs Further Review

Reviewed by: _____

Date: _____

Next Review (if needed): _____