

IS YOUR INSTITUTION READY FOR AI?

Ten AI Questions to Consider to Help You Safely
Create a Plan to Implement AI at Your Institution

10 Essential AI Questions
from the Infobase webinar
**AI for School Leaders with
Expert John Sowash**



 **Infobase**

Artificial Intelligence (AI) Streaming Video Collection • infobase.com • 800-322-8755

TABLE OF CONTENTS

1. What AI platform is best for you and your institution?.....	3
2. Are you and your institution prepared to pay for access to AI?.....	4
3. What is AI magnifying?.....	5
4. How are you and your institution training staff to use AI effectively?.....	6
5. What tasks are “no AI” zones?.....	7
6. Have you and your institution updated policies for the AI age?.....	8
7. How will you audit staff/student use of AI?.....	9
8. How are you communicating AI policies to parents?.....	10
9. Are you prepared to address student misuse of AI tools, such as plagiarism and cheating?.....	11
10. How are you preparing students for an “AI first” job market and world?.....	12

1. What AI platform is best for you and your institution?

What to Consider: Choosing the right AI platform empowers your school to personalize learning, streamline teacher workloads, and improve student outcomes across your institution.

By evaluating AI platforms now, your institution stays ahead of the curve—preparing students with the skills they need for a rapidly changing future.



How Infobase Can Help: The Infobase Artificial Intelligence (AI) Streaming Video Collection has a variety of resources to help you make an informed decision on what tools and platforms would best fit your needs.

Within the collection, you can find guidance for generative AI tools such as ChatGPT and Copilot as well as seven different programs from Sowash Ventures showcasing AI tools for social studies, science, math, and across the elementary curriculum.

2. Are you and your institution prepared to pay for access to AI?

What to Consider: Thinking ahead about the anticipated cost of AI resources in K-12 schools is essential to ensuring long-term sustainability and continued access for all students. By planning now, districts can maximize ROI, avoid budget surprises, and scale AI responsibly to meet evolving educational goals.



How Infobase Can Help: Infobase's AI Collection is a comprehensive cost-effective solution to help you get the best value for your dollar.

Many titles in the Infobase AI Collection, including *Using AI with Students* (Item #295866) and *AI Tools for Teachers* (Item #295864), can help you evaluate AI tools to determine which one is best for your classroom. You will even find a title called *Simplify Lesson Planning with AI* (Item #295865) to help you understand which products can actually help your teachers.

3. What is AI magnifying?

What to Consider: AI has the power to amplify both the strengths and weaknesses of current instructional practices. AI can help make best practices better, or simply help speed up poor decisions. When used thoughtfully, it can enhance best practices like differentiated instruction, formative assessment, and student engagement. Providing guidance and intentional implementation is critical.



How Infobase Can Help: Our collection showcases real-world applications of AI technology to help you evaluate and establish best practices. You will find a variety of resources on effective prompt writing to help your staff and students avoid any AI hallucinations and navigate bias.

4. How are you and your institution training staff to use AI effectively?

What to Consider: Effective training for staff and students is key to unlocking the full potential of AI across your institution. Without it, even the most powerful tools can lead to frustration, misuse, or missed opportunities for learning and growth. Ongoing, resource-specific training ensures educators feel confident, students use AI responsibly, and the technology truly enhances instruction and learning.



How Infobase Can Help: Look for subcategories within the Infobase AI Collection's "Tools for Teachers" and "Skills for Students" sections to connect you with the right training materials to help support your staff and, ultimately, your students.

Use the AI video collection to train your teachers on applying AI across the curriculum, using it for assessment and feedback, and research and planning best practices. For students, find resources to support creativity, drive research and synthesis, and help with writing and organizing information.

5. What tasks are “no AI” zones?

What to Consider: By setting clear boundaries for AI use, institutions can protect academic integrity, student well-being, and meaningful educational experiences. Restricting the use of AI in certain situations may support critical thinking, foster human connection, and strengthen learning authenticity.



How Infobase Can Help: The titles in the Infobase AI Collection provide you with resources to help understand the limitations or the ethical concerns associated with artificial intelligence. Dive into the collection’s resources on image and speech recognition and AI’s real-world applications to better determine which tasks are “no AI zones.”

6. Have you and your institution updated policies for the AI age?

What to Consider: Updating your AI policies is essential to keep pace with rapid technological advancements. Policies around AI use must be clear, understandable, and actionable.



How Infobase Can Help: The Infobase AI Collection provides videos on ethics and bias to support you as you establish your policies.

7. How will you audit staff/student use of AI?

What to Consider: Having a plan to audit student and staff use of AI is critical for ensuring responsible, ethical, and effective implementation across your institution. With a clear AI strategy, schools can build trust, promote transparency, and continuously improve how AI enhances instruction and student learning.



How Infobase Can Help: You will find many applications and uses for AI across the Infobase AI Collection. Gather information and knowledge to help your school make informed decisions.

8. How are you communicating AI policies to parents?

What to Consider: Communicating AI policies to parents is vital for building trust, transparency, and shared understanding around how technology supports their child's education. Clear communication helps address concerns about data privacy, academic integrity, and screen time, while reinforcing the district's commitment to responsible AI use.



How Infobase Can Help: Familiarize yourself with the language around artificial intelligence and its real-world applications, so that you can speak to parents in your community with confidence.

9. Are you prepared to address student misuse of AI tools, such as plagiarism and cheating?

What to Consider: Clear expectations and consistent consequences help prevent the misuse of AI technology, such as cheating or inappropriate content generation. Clarity and consistency build trust across the school community and support a culture where AI is used responsibly and respectfully.



How Infobase Can Help: Each school and district must prepare to navigate the misuse of AI tools. The Infobase AI Collection provides useful resources on how to avoid plagiarism and how to use artificial intelligence appropriately.

10. How are you preparing students for an “AI first” job market and world?

What to Consider: As AI reshapes industries, students will need a blend of technical fluency, creativity, and ethical awareness to stay competitive and adaptable. By integrating AI literacy into K-12 education now, schools can equip students with the new skills and mindset needed to lead in the future economy.



How Infobase Can Help: Explore the AI applications of the future, and train your students in the science and programming of today with the Infobase AI Collection. Lay the foundation for future success with informative videos on natural language processing, machine learning, and neural networks, as well as programming and algorithms.

Infobase Artificial Intelligence (AI) Streaming Video Collection

This curated collection of videos on AI—what it is and how to use it—offers a structured, engaging way to teach and learn about this evolving technology.

[Learn More](#)

Find resources across the scope of AI for instruction, independent learning, research, and much more.

Applications

- Image & Speech Recognition
- Limitations
- Natural Language Processing
- Real-World Applications

Foundations

- Ethics & Bias
- Introduction to AI
- Machine Learning & Neural Networks
- Programming & Algorithms

Skills for Students

- Creativity
- Research & Synthesis
- Societal Impact
- Writing & Organizing
- Information

Tools for Teachers

- Applications across Curriculum
- Assessment & Feedback
- Research & Planning

Generative AI Tools

- ChatGPT
- Claude
- Copilot