Midway ISD AI Vendor Vetting & Evaluation Form

Purpose & Instructions: Evaluate AI tools for safety, legal compliance (Federal, TAC 219, TEC, BCC), and educational value.

1. **Documentation:** Request vendor technical/privacy documentation prior to review.
2. **Part I & IIa:** Complete metadata & Non-Negotiables. Any *Fail* on non-negotiables disqualifies the tool.
3. **Part IIb & HSAI Guide:** Perform High Scrutiny AI evaluation. If HSAI, complete Section 1a Risk Assessment.
4. **Part III & IV:** Rate educational alignment (1–3 scale) and render final recommendation.

PART I: TOOL IDENTIFICATION & INTENDED AUDIENCE

Tool Name: _____ **Vendor Name:** _____

Intended User Audience:

☐ Students (Grades: _____) ☐ Teachers / Instructional Staff ☐ Administrators / Office Staff

PART IIA: SAFETY & COMPLIANCE (MANDATORY NON-NEGOTIABLES)

Domain	Risk Area & Legal Requirement	Status
Data Privacy	• FERPA / COPPA Compliance confirmed *(Fail: require stronger PII & user training)* • Data Location: Stored & processed strictly within the United States • Data encryption standards provided (Transit & At-Rest) • Clear data retention and deletion policy defined • Zero-Model-Training Guarantee (No data harvesting for vendor models)	☐ Pass ☐ Fail
Security Proof	• SOC 2 Type II, ISO 27001, or TX-RAMP Certification documented • AI Model is free of affiliation with the People's Republic of China & CCP (TX Exec. Order) • Ability to pause, restrict, or disable system *(Fail: apply blacklist filter)*	☐ Pass ☐ Fail
Equity & Bias	• Bias Testing documentation provided *(Fail: conduct local bias audit)* • Accessibility features confirmed (WCAG / Section 508 alignment)	☐ Pass ☐ Fail
Transparency	• Clear algorithmic operational explanation provided • Intended uses and limitations explicitly defined • System clearly indicates to public (students/parents) when interacting with AI • Training Data Overview analyzed	☐ Pass ☐ Fail
Student Intervention	• If system makes intervention recommendations, it provides dashboards/human-readable exports clearly explaining why a student was flagged.	☐ Pass ☐ Fail
Contractual Compliance TAC 219 (j)(2)(B)	Vendor is contractually bound to district's AI ethical principles and relevant legal regulations.	☐ Pass ☐ Fail
Curriculum Alignment TEC 28.004	Do embedded chatbots restrict conversations regarding sexuality, sexual orientation, or gender identity?	☐ Pass ☐ Fail
Biometric Data BCC 552.054(b) | TEC 26.009	Does system collect/store/process biometric data (face geometry, voiceprints, fingerprints) to identify individuals? *(If Yes: prior written parent consent required)*	☐ Yes ☐ No
AI Mental Health TEC 26.009 (a)(1), (a-1)	Does system include health/wellness bots capturing psychological data for evaluation or treatment? *(If Yes: prior written parent consent required)*	☐ Yes ☐ No

PART IIB: HIGH SCRUTINY ARTIFICIAL INTELLIGENCE (HSAI) SYSTEM CHECK

Evaluation Item	Requirement & Action Required	Determination
HSAI Classification	Evaluate using the Heightened Scrutiny Identification Walkthrough (Section 5). Determine if system makes or controls consequential decisions.	☐ HSAI ☐ Non-HSAI
Risk Assessment *(HSAI Only)*	Complete Section 1a Written AI Risk Assessment. Software must pass security, performance, and transparency evaluation.	☐ Pass ☐ Fail
HSAI Contract Addendum *(HSAI Only)*	Vendor contractually bound to district HSAI agreement, state Code of Ethics, and NIST AI RMF comparable framework.	☐ Pass ☐ Fail

PART III: EDUCATIONAL VALUE & PEDAGOGICAL ALIGNMENT (OPTIONAL)

Completed by Curriculum & Instruction. Score each item from **1 (Poor)** to **3 (Excellent)** to weigh instructional value against potential risks.

Category	What to Look For	Score (1-3)
Educational Alignment	Evidence of learning outcomes or research foundation. Alignment with current district curriculum and TEKS.	[ ]
Human Control	Educators can easily override or edit AI-generated content. Preserves teacher professional judgment.	[ ]
Explainability for Users	Helps student/teacher understand why it gave an answer. Decision-making processes are transparent.	[ ]
Implementation Support	Quality of training resources and technical support. Clear documentation for easy classroom setup.	[ ]

PART IV: FINAL EVALUATION RECOMMENDATION & DETERMINATION

Final Status Designation:

☐ **APPROVED:** Meets all safety, legal, & educational standards for full use.

☐ **PILOT ONLY:** Approved for limited test group / duration: _____

☐ **DENIED:** Does not meet mandatory safety, privacy, or legal requirements.

Reviewer Comments & Rationale:

_____

_____

Evaluator Signature: _____ **Date:** _____

PART V: PUBLIC POSTING & DISCLOSURE REQUIREMENTS

Mandatory Notice Rule (TAC 219.11): For public-facing AI systems OR AI systems serving as a controlling factor in a consequential decision (HSAI), the district shall publish a standardized notice on all related applications, websites, and public access points.

SECTION 5: HEIGHTENED SCRUTINY AI (HSAI) IDENTIFICATION WALKTHROUGH

Districts are legally required to inventory and evaluate HSAI systems (Texas Gov Code Sec. 2054.003). Use this step-by-step logic to determine classification:

Step 1: AI Capabilities Check — Does the tool create original text, summaries, images, code, or recommendations based on learned patterns (more than pre-programmed rules)? *If NO, STOP (Not HSAI). If YES, proceed to Step 2.*

Step 2: Consequential Decision Check — Is the system designed to automatically make, or be a *controlling factor* in making, a decision with material legal/significant effect on student or staff access to services (e.g., grades, discipline, job status)? *If NO, STOP (Not HSAI). If YES, proceed to Step 3.*

Step 3: Low-Risk Exclusions Check — Does the system primarily serve one of these excluded functions?

- **Routine Task:** Performs narrow procedural task (e.g., auto-filling forms).
- **Human Enhancement:** Improves prior human activity (e.g., spell/grammar check).
- **Preparatory Work:** Compiles data/notes prior to human assessment.
- **Pattern Detection:** Detects deviations without making final decisions.

*If YES to any exclusion, STOP (Not HSAI). If NO to exclusions, the system is classified as an **HSAI System**.*

Confirmed HSAI System Examples	Non-HSAI System Example (Excluded)
• **Teacher Evaluations:** AI analyzes observation data and generates scores that alter administrator TTESS evaluation outcomes. • **AI Dishonesty Discipline:** AI detector flags work and score is used as primary factor to issue grade of zero without human review.	• **Lesson Brainstorming Assistant:** AI generates reading passages and quiz questions from teacher sources. Teacher reviews and edits final material (Preparatory/Enhancement Task).

Section 1a: Heightened Scrutiny AI (HSAI) Risk Assessment

Mandatory Pre-Deployment Written Technical Risk Evaluation (TAC 219.22)

HSAI REQUIRED

This assessment must be completed before procurement, deployment, or material changes to any Heightened Scrutiny AI system.

HSAI TOOL OVERVIEW

Tool Name: _____ **Vendor Name:** _____

Date of Assessment: _____

I. SECURITY RISKS & MITIGATION CONTROLS (TAC 219.22(B)(1))

Evaluate vendor technical documentation regarding specific AI attack vectors and safeguards:

Data Poisoning Mitigations: _____

Adversarial / Evasion Attack Mitigations: _____

Model & Data Exfiltration Safeguards: _____

Privacy Attack (Membership Inference) Protection: _____

General Security Controls (Encryption, Access Control, Auditing): _____

II. PERFORMANCE METRICS & RELIABILITY (TAC 219.22(B)(2))

Documented Accuracy / Error Rate:

System Latency / Processing Efficiency:

User Override / Rejection Rate (if available):

Is accuracy threshold acceptable for this specific educational use case? ☐ Yes ☐ No

District Continuous Monitoring Protocol Post-Deployment:

III. SYSTEM TRANSPARENCY & NIST ALIGNMENT (TAC 219.22(B)(3))

Algorithms & Decision Making (Explainability & Interpretability):

Data Sources & Citations (Base Model Card, Knowledge Bases, RAG Datasets):

Monitoring & Log Accessibility (Admin Dashboards & Input/Output Auditing):

IV. AI RISK OFFICER REVIEW & FINAL DECISION

☐ **APPROVED FOR DEPLOYMENT:** Risks identified and sufficient mitigations in place.

☐ **DENIED:** Identified risks cannot be sufficiently mitigated at this time.

AI Risk Officer Signature:

Date:

Superintendent Notified of Decision: ☐ Yes ☐ No