Worksheet 3: Privacy Checklist

Companion to Who Will Teach the Robots?, *Chapter 3*

Date checked: _____

How to use: Run anything you plan to put in a profile, a saved instruction or a chat past this list. Recheck every few months. If you work in a school, hospital or office, follow its rules on AI tools first.

- ☐ I'm teaching standards, not secrets: no bank logins, account numbers or passwords.
- ☐ Other people's details are out, or reduced to initials with anything identifying removed.
- ☐ Children are described by situation, not by name.
- ☐ I know whether memory is on in my tool, where saved items are shown, and how to delete them.
- ☐ I asked the tool to list what it has saved about me, and I corrected or deleted what I don't want kept.
- ☐ Work and home are kept apart where I can (separate profile or account).

What I deleted today: _____

Next check: _____

Worksheet from Who Will Teach the Robots? *by Zafrullah Khan, Ed.D. © 2026 ai021.ai, Inc. Free with the book for personal, team, or classroom use. Not for resale. Download every worksheet and the Feedback Cards: https://www.ai021.ai/book/who-will-teach-the-robots*