AI tool approval checklist

Complete before a tool is added to the approved tools register. A "no" or "don't know" means the tool is not approved yet.

TOOL	CHECKED BY	DATE

#	QUESTION	ANSWER AND EVIDENCE
1	What is the tool for, and who will use it?	
2	Do its age restrictions and terms allow that use?	
3	What data goes in? If personal data: has the DPO been consulted and a DPIA completed?	
4	Has the supplier confirmed in writing that our data and pupils' work are not used to train AI models?	
5	Where is data stored, for how long, and is there a data processing agreement?	
6	Pupil-facing: is filtering built in, and can staff see what pupils do with it?	
7	Pupil-facing: does it give hints before answers, and can a teacher control that?	
8	Pupil-facing: does it avoid acting as a friend, and does it flag signs of distress to the DSL?	
9	Has the supplier responded in writing to the DfE generative AI product safety standards?	
10	Who owns the tool in school, and when is it reviewed?	