Approved Tools Register

Nothing is used for school work until it appears here. Owner: [policy owner role]. Last checked: [date]. The first row shows the kind of entry the policy builder produces; the second shows what each column wants. Eight columns, one row per tool. A school with three approved tools has three rows, which is a perfectly respectable register.

Tool and supplier	Approved for	Who may use it	Personal data allowed	Conditions	DPIA	Approved by, and when	Next review
Copilot Chat, signed in with school Microsoft 365 accounts	Drafting, summarising, planning, adapting resources	All staff	None	Rules 5.1 to 5.4 apply. No pupil work pasted in.	Not needed: no personal data	[approving role], [date]	[date]
[Tool name, version and supplier]	[the tasks]	[staff group]	[None / listed data only]	[any limits on use]	[Done, date / Not needed]	[approving role], [date]	[date]

To propose a tool, tell the [policy owner role] what it is and what you would use it for. No use takes place before approval. Declined tools are listed overleaf with the reason, so nobody has to propose them twice.

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Four steps, about an afternoon the first time and a few minutes whenever something changes.

1. Write down what is already in use. Ask every team; include free tools, trials and the AI features switched on inside software the school already has.
2. Decide each row, one at a time: the vendor questions answered in writing, a check against the DfE's product safety standards, and a DPIA where personal data is involved.
3. Publish it where staff will find it, and say so in the four rules poster.
4. Put the review dates in the calendar, and read the whole register through once a term.

Review log

Date	Reviewed by	What changed

Retired and declined tools

Tool	Retired or declined on	Why	Data deleted or returned