



Reepham Church of England Primary School

AI Policy

Introducing Approved Generative AI Tools for Staff: Google Gemini & Microsoft Copilot

January 2026

Prepared for: Staff and Administrators

Prepared by: Education Lincs Support Team.



1. Executive Summary

Education Lincs is committed to providing staff with cutting-edge tools to enhance productivity, creativity, and student success. To this end, **Google Gemini** (within Google Workspace for Education Fundamentals) and **Microsoft Copilot** (within Microsoft 365 A3 Plans) are now approved and available generative Artificial Intelligence (AI) tools for staff use.

Microsoft Copilot is subject to Microsoft A3 Licensing Agreements.

These tools are provided within your secure environments. This document outlines their capabilities, essential guidelines for responsible use, and the limitations of technical support regarding AI.

2. Approved vs. Unsupported Tools

To maintain school security and data privacy, Schools should operate a strict policy regarding AI platforms:

- **Approved:** Google Gemini and Microsoft Copilot (when accessed via official school accounts). Microsoft is subject to Microsoft A3 Licensing Agreements.
- **Prohibited: ChatGPT, Grok, and other third-party AI tools are not supported and must not be used for school-related tasks or with school data.** Unlike your approved enterprise tools, consumer-grade AI platforms often lack the necessary data protection agreements required to keep school information confidential.

3. What are Gemini and Copilot?

Both Google Gemini and Microsoft Copilot are AI assistants integrated directly into the productivity suites we use daily. They assist with:



"Who you are is God's gift to you. Who you become is your gift to God."

- **Content Generation:** Drafting emails, reports, lesson plans, and presentation outlines.
- **Summarisation:** Condensing long documents, meeting notes, or long email threads.
- **Data Analysis:** Suggesting formulas in Sheets/Excel or organizing raw data.
- **Brainstorming:** Generating ideas for classroom activities or administrative solutions.

4. Availability and Access

Who: Access is enabled exclusively for **staff accounts** associated with the official school domain.

How:

- **Gemini:** Look for the "Help me write" icon in Google Docs and Gmail, or visit gemini.google.com.
- **Copilot:** Integrated into Word, Outlook, and Teams, or via copilot.microsoft.com
- **Student Access:** These features are currently **NOT** enabled for student accounts in primary education. Users must be 13 or older; however, our current deployment remains restricted to staff only.

5. Potential Benefits for Staff

- **Teachers:** Differentiating instructional materials, creating quiz ideas, and drafting parent communications.
- **Administrators:** Drafting policies, summarising meeting minutes, and analysing non-sensitive trends.
- **Support Staff:** Researching resources and assisting with scheduling logistics.

6. Responsible Use and Mandatory Rules

Data Privacy and Confidentiality (CRITICAL)

- **NO Student Data:** Do not input Personally Identifiable Information (PII) relating to students (names, grades, medical records, etc.) into any AI prompt.
- **NO Sensitive Staff Data:** Do not input performance reviews or private personal details.
- **NO Financial Data:** Do not input confidential school strategic or financial information.

Accuracy and Verification

AI can "hallucinate" (generate confident but false information). You are ultimately responsible for the accuracy of any content you produce using AI. **Always verify factual claims and data before sharing.**



"Who you are is God's gift to you. Who you become is your gift to God."

Technical Support and Troubleshooting

- **No AI Self-Troubleshooting:** Staff must not use AI tools to attempt to diagnose or fix IT/technical issues.
- **Support Exclusion:** Any IT issues, system errors, or misconfigurations generated as a result of following AI-provided technical advice (rather than contacting the IT Helpdesk) **will not be supported** by Education Lincs and any remediation will be considered as chargeable work.
- **Official Channels:** For all technical issues, you must contact the helpdesk directly.

7. User Rights and Data Handling

Your use of these tools is governed by the enterprise agreements with Google and Microsoft.

- **Data Protection:** Interactions within these school-managed accounts are protected. Unlike "free" versions of AI, your prompts are typically not used to train the global public AI models.
- **Ownership:** The school retains ownership of data created within your domain.

8. Limitations

- **AI is Not Human:** It lacks true understanding, professional judgment, and local school context.
- **Bias:** AI models can reflect biases present in their training data. Always review output for fairness and equality.

9. Implementation and Next Steps

- **Rollout:** Features are being enabled gradually. If you do not see AI features in your suite, they may still be in the provisioning phase.
- **Policy Review:** Please ensure you have read the school's updated Acceptable Use Policy (AUP) and updated to include fair use of AI for Staff.

10. Official Documentation and Training

- **Google Gemini:** [Gemini Education Documentation](#)
- **Microsoft Copilot:** [Copilot for Education Help & Learning](#)
- **Training:** [Generative AI for Educators \(Google\)](#)

11. Contact Information

Be Known. Be Loved. Belong.



“Who you are is God’s gift to you. Who you become is your gift to God.”

For questions regarding AI access, policy, or responsible use, please contact your technician or email the helpdesk: **Email:** helpdesk@education-lincs.com

This policy was approved January 2026 and will be reviewed every 2 years.