

# Approved AI Tools List

Version 1.0 — Draft for Cohort Review | 2026 | Confidential

## Purpose of This Document

The KDS AI Policy Suite (approved January 2026) refers to "school-approved AI tools" throughout but does not name specific products. This document is the working record that closes that gap. It lists approved tools by tier, the rationale for each approval decision, and the conditions under which each tool may be used. It is a living document: the Digital Cohort reviews it termly and The Director of Strategic Educational Development together with The Chief Technology Officer will approve updates annually.

## Vetting Criteria

Every tool in this list has been assessed against the following four criteria. Any tool that fails Criterion 1 (POPIA/data safety) cannot be approved for Tiers 1 or 2, regardless of its educational value.

CRITERION	WHAT WE ASSESS
1. Data Safety	POPIA compliance, data processing agreements, whether user data is used for model training, enterprise vs. consumer data handling, South African data residency considerations.
2. Age Appropriateness	Minimum age requirements in terms of service, suitability of content generated, safeguards against harmful outputs, alignment with Grade R–12 context.
3. Educational Value	Alignment with IEB/CAPS curriculum needs, pedagogical utility, availability of education-specific accounts or features, track record in school contexts.
4. Accessibility & Equity	Cost (free vs. paid), accessibility across all KD schools, device compatibility, language support, support for learners with special needs.

## TIER 1 — ENTERPRISE APPROVED

Safe for all uses including tasks involving sensitive or confidential data. Full enterprise data protection agreements in place.

These tools have been vetted at enterprise level with explicit data processing agreements and POPIA-compatible terms. They are the only tools approved for use with sensitive data — including learner personal information, financial data, HR records, or confidential institutional documents. Admin staff must use only Tier 1 tools for any sensitive task.

TOOL	PLATFORM / PROVIDER	ACCOUNT TYPE REQUIRED	WHO MAY USE	NOTES / CONDITIONS
Microsoft 365 Copilot	Microsoft	School Microsoft 365 licence (enterprise)	All staff (educators & admin)	Primary approved tool for sensitive tasks. Confirm licence scope covers Copilot across all KD schools. Data stays within school Microsoft tenancy.
[To be added by Cohort]				Cohort to confirm any additional Tier 1 tools with IT department before adding.

## TIER 2 — CLASSROOM APPROVED

Safe for educational use at AI Levels 1–4. No personal data may be entered. Education or school accounts required where available.

Tier 2 tools are approved for classroom use across AI Levels 1–4 provided the ground rule is observed: no personal data (names, ID numbers, addresses, health information, or any identifying information about learners or staff) is entered into any prompt. Where education or school accounts exist that provide enhanced data protections, these must be used in preference to consumer accounts.

TOOL	PROVIDER	ACCOUNT TYPE	APPROVED LEVELS	CONDITIONS / NOTES
ChatGPT	OpenAI	Education portal / school accounts preferred. Consumer accounts permitted for non-sensitive tasks only.	Levels 2–4	Learners must use school or education accounts where available. No personal data in prompts. Teachers must set clear task parameters.
Google Gemini	Google	Google Workspace for Education accounts only	Levels 2–4	Must use school Google Workspace accounts. Consumer Gmail accounts not approved. Confirm data processing terms with IT.
Canva AI	Canva	Canva for Education (free school accounts)	Levels 2–4	Excellent for design, visual communication, and multimedia tasks. Education accounts provide stronger data protections.
Diffit	Diffit for Teachers	Teacher accounts (free)	Levels 2–4	Specifically recommended in Educators Policy for differentiation. Simplifies or enriches texts for diverse learners. Low data risk.
Microsoft Copilot (Bing)	Microsoft	School Microsoft accounts preferred	Levels 2–4	Consumer version of Copilot. Use school accounts where possible. Do not use for any sensitive or identifiable information.
[To be added by Cohort]				Cohort members to propose additional tools with vetting rationale. All additions require IT sign-off.

## TIER 3 — AI EXPLORATION (Level 5 only, teacher-supervised)

For Level 5 AI Exploration tasks only. Must be used under direct teacher supervision. Reflective component required in all submissions.

Tier 3 tools are approved exclusively for Level 5 AI Exploration tasks under direct teacher supervision. The built-in reflective component at Level 5 provides accountability. Teachers must brief learners on the specific tool's limitations and data handling before use. No personal data in any prompt.

TOOL	PROVIDER	ACCOUNT / ACCESS	APPROVED FOR	CONDITIONS / NOTES
Claude	Anthropic	Claude.ai (free or Pro). School accounts preferred if available.	Level 5 only	Excellent for extended reasoning tasks and writing exploration. Teacher must supervise. No personal data.

DALL-E / ChatGPT Images	OpenAI	Via ChatGPT school/education account	Level 5 only	For AI image generation exploration. Teacher must preview task parameters. No use for generating images of real people.
Midjourney	Midjourney	Paid subscription — teacher account only	Level 5 only	Teacher manages account. Learners submit prompts through teacher. Strong creative outputs. Reflective component on image ethics required.
GitHub Copilot	GitHub	GitHub Education (free for students)	Level 5 only	For coding and software development tasks. Students may apply for GitHub Education accounts. Teacher must supervise code review.
[To be added by Cohort]				Cohort members from coding/IT stream to propose additional specialist tools.

## EXPLICITLY PROHIBITED

Tools that may not be used for any school task, regardless of level or context.

PROHIBITION	RATIONALE
Free consumer AI tools used with any personal, identifiable, or confidential school data	These tools' terms of service typically permit training on user inputs. This is a direct POPIA violation when personal data is involved. Applies to free ChatGPT, free Gemini, free Claude, and any similar consumer product.
Any AI tool not on this list used for formal school tasks	Unapproved tools have not been vetted for data safety, age appropriateness, or educational suitability. Cohort members should receive requests from teachers and fast-track vetting where needed.
AI-generated deepfakes, voice cloning, or impersonation tools	Prohibited entirely regardless of context. Any tool used to generate realistic fake content involving real people is a Code of Conduct matter.
AI content detectors used punitively without due process	Detection tools (e.g. Turnitin AI, GPTZero) produce false positives. These may only be used as one input in an integrity review — never as sole evidence of misconduct.

## Review, Governance & How to Add a Tool

<b>Review Cycle</b>	This document is reviewed termly by the Digital Cohort and updated as new tools emerge or existing tools change their terms of service. Annual approval by the SABJE Education Board.
<b>To Propose a New Tool</b>	Any EdTech Champion or educator may propose a tool. Complete the Tool Vetting Checklist (see appendix), submit to your school's EdTech Champion, who tables it at the next Digital Cohort meeting. Provisional use may be granted by the Director of Strategic Educational Development pending formal approval.
<b>Emergency Removal</b>	If a tool changes its terms of service in a way that creates data risk, or if a significant privacy or safety incident occurs involving an approved tool, the Director of Strategic Educational Development and IT Department may remove it from the approved list immediately, pending cohort review.
<b>Document Owner</b>	Kevin Lees, Director of Strategic Educational Development, in collaboration with the Digital Cohort. Contact: leesk@sabje.co.za

## Appendix: Tool Vetting Checklist

Complete this checklist for any tool proposed for addition. Submit to your EdTech Champion.

VETTING QUESTION	YES / NO	NOTES
Does the tool have a clear privacy policy that is POPIA-compatible?		
<p>Is user data used to train AI models? (If YES, tool may only be Tier 3 or prohibited.)</p> <p>Is there an enterprise or education account available with stronger data protections?</p> <p>Does the tool's terms of service specify a minimum age? Is it appropriate for KD learners (Gr R–12)?</p> <p>Has the tool been reviewed for potential to generate harmful, biased, or inappropriate content?</p> <p>Is the tool accessible across all KD schools (device compatibility, cost, connectivity)?</p>		
Does the tool have clear educational value aligned to IEB/CAPS curriculum?		
Has the IT Department reviewed and approved the data handling terms?		
Proposed Tier: (circle) Tier 1 / Tier 2 / Tier 3		
Proposed by: _____ Date: _____		