**AI Inventory Assessment Template**

**Section A: General Tool Information**

**Tool Name:** Google Gemini (incl. Workspace AI features - Docs, Gmail, Meet, etc.)

**Tool Provider:** Google LLC

**School Contact Person or Lead User:** To be assigned (e.g., ICT Coordinator or Digital Learning Lead)

**Part of Larger Platform:** Yes - Google Workspace for Education

**Section B: Purpose and Use**

**Primary Purpose:**  
Support communication, lesson planning, student writing, meeting transcription, and administrative automation. Gemini provides AI features like summarizing content, drafting emails, translating text, and generating ideas.

**Who Uses This Tool:**  
☑ Staff only  
☑ Students directly  
☑ Parents or guardians  
☑ Administrators or leadership

**Student Age Group:**  
☑ 13 and over *(Note: Some students are under 13 - require DPO/legal review for underage use)*  
☑ Under 13 *(Limited access under supervision or parental consent)*

**How Is the Tool Accessed:**  
☑ School-managed license or subscription by the Department of Education  
☑ Embedded in another school platform (Google Workspace)

**Does the Tool Interact Directly with Students?**  
☑ Yes  
**Brief Explanation:** Students can use Gemini to summarize content, generate ideas, and get writing assistance in Google Docs or Gmail. Teachers and leaders use Gemini in Google Docs, Gmail, and Meet for tasks like writing support, lesson creation, summarizing meetings, etc.

**Section C: Risk and Oversight**

**Does It Make or Influence Decisions About Students or Staff?**  
☑ Sometimes  
**If Yes, What Kind of Decisions?**  
Assists in drafting assessments, feedback, internal reporting, and summarizing meetings that may impact staff or student support decisions indirectly.

**Can the Outputs Be Overridden by a Human?**  
☑ Yes  
**Explanation:** Staff review, edit, or reject AI-generated content. AI suggestions are not final decisions.

**Type of AI System:**  
☑ Content generation (text, image)  
☑ Recommendation system  
☑ Conversational AI or chatbot

**Risk Classification (Initial Judgment):**  
☑ Limited risk *(Could move toward high-risk depending on how student outputs are used - e.g., grading, support decisions)*

**Section D: Data, Transparency, and Inclusion**

**What Kind of Data Is Processed:**  
☑ Names  
☑ Grades or assessments  
☑ Uploaded work or images  
☑ Behavioural data *(e.g., inferred via chat or Meet tools)*  
☑ Learning preferences or pace  
☑ Other (text content created by users)

**Where Is Data Stored or Processed:**  
Google Cloud / Data centers in EU and globally (default varies - school admin can configure regional settings)

**Is There Clear Info for Users About How the Tool Works?**  
☑ Partially  
**Comment:** Google provides documentation for Gemini, but student-facing explanations are limited. School should supplement with age-appropriate notices.

**Is the Tool Accessible and Inclusive?**  
☑ Somewhat  
**Comment:** Strong accessibility features (e.g., voice typing, screen readers), but AI features not always optimized for diverse learning needs.

**Section E: Monitoring and Status**

**Who Monitors or Reviews the Outputs?**  
Teachers, digital learning leaders, and IT administrators (depending on use case)

**Has the Tool Been Reviewed Since Adoption?**  
☑ No  
☑ Not sure  
*Comment: Review should be initiated now due to new Gemini integrations in 2025-26.*

**Is the Tool Still in Use?**  
☑ Yes, in active use

**If Retired or Replaced, Date/Reason:**  
N/A

**Final Notes (Optional):**

* Use of Gemini should be reviewed to ensure under-13s are protected under school DPO policy
* Staff training needed to clarify acceptable use and risks
* Some Gemini outputs may influence educational outcomes (e.g., if teachers use AI-generated summaries in reporting) – needs oversight
* Parents and students should be informed about how AI is being used in communications and classroom tools