

FREE RESOURCE

AI privacy settings for Arkansas schools

The settings that keep district and student data out of AI training, tool by tool, with where to find each one. Staff accounts and student accounts for each one, verified against the vendors' own pages on October 13, 2026.

Four rules for every tool

1. Use a district account

Work and school accounts come with written data protections. Personal accounts do not, whatever the settings say.

2. Turn off training

Where a toggle exists, switch it off, and check it again after any update. The pages that follow show where each one is.

3. Never share by public link

A shared chat or a published custom assistant can be read by anyone with the link, and search engines find links.

4. Student data stays out

Settings lower the risk. They never make it safe to paste a student's name, grades, IEP or health information. When in doubt, take it out.

Both sides of the equation: staff accounts and student accounts

Most of the protection comes from which account you sign in with, not from a toggle. All four vendors now give K-12 staff a free, protected account. Only two give K-12 students one, and both come with the platform the district already runs.

Tool	Staff: the account to use	Students: K-12 accounts and cost
Claude	Claude for Teachers, free for verified U.S. K-12 educators, or Claude for Work. Not used for training.	None. Every Claude account requires the user to be 18 or older, and Claude for Education serves colleges, not K-12. Students reach Claude only through an approved app built on it.
ChatGPT	ChatGPT for Teachers, free for verified U.S. K-12 educators through June 2028, in a district-managed workspace. Not used for training by default.	None yet. OpenAI says the teacher plan "is not for students" and that student accounts "may come later." Consumer accounts: not under 13, and 13 to 17 need parental consent.
Gemini	Your Google Workspace for Education account. Included with the district's edition; not reviewed by people or used for training.	Yes, included. Students of all ages can use Gemini and Gemini in Classroom through their school account once the administrator turns it on (all ages since August 10, 2026). Same protections as staff.
Copilot	Your Microsoft 365 work or school sign-in. Copilot Chat is included with A1, A3 and A5 licenses, with enterprise data protection.	Yes, 13 and older. Included with the student license, off by default until the administrator sets the tenant as K-12 and records each student's age group. Under 13 is blocked. The paid add-on is \$18 a user a month.



What this means for the approved-tool list

Staff can use any of the four at no cost to the district. For students, the realistic choices are Gemini (if the district runs Google Workspace) or Copilot Chat (if it runs Microsoft 365), plus any approved learning app the committee reviews. A student tool is never a personal account, whatever the vendor allows.



Settings move

Every vendor rearranges its menus a few times a year. If a path on these pages has changed, search the vendor's help pages for the setting name in bold, which changes less often than the menu.



Claude

By Anthropic. Consumer plans are Free, Pro and Max. Claude for Teachers and Claude for Work are the district choices.

THE BOTTOM LINE

For district work, use Claude for Teachers or Claude for Work. On any personal account, turn Model Improvement off, unshare old links, and never rate a chat that holds district information.

TRAINING

Turn off Model Improvement. On a consumer account, chats are used to improve Claude unless you switch this off. With it on, chats may be kept for up to five years.

Profile (bottom left) > Settings > Privacy > Help improve Claude: off

Direct link: claude.ai/settings/data-privacy-controls

DISTRICT ACCOUNTS

Claude for Teachers and Claude for Work do not use conversations for training by default. One exception on every plan: a thumbs up or thumbs down sends that whole conversation to Anthropic for up to five years, so never rate a chat that holds anything private.

SHARED LINKS

Unshare anything with district content. A shared link is public to anyone who has it. Review the list once a semester.

Settings > Privacy > Shared links > Manage > Unshare

CONNECTORS

Disconnect what you do not need. Connectors let Claude read Google Drive, email and other services. Connect only the district account, and only while you need it.

Settings > Connectors > Disconnect

DELETING

Deleted chats leave Anthropic's storage within 30 days. Delete any chat that should not have held district information, then tell your technology contact.

Chat list > three dots > Delete

STUDENTS

No K-12 student accounts. Every Claude account requires the user to be 18 or older, and Claude for Education is built for colleges and universities. Students reach Claude only inside an approved learning app built on it, which the committee reviews like any other app.

Incognito chats are never used for training, on any plan.



ChatGPT

By OpenAI. Consumer plans are Free, Plus and Pro. ChatGPT for Teachers and ChatGPT Edu are the district choices.

THE BOTTOM LINE

Put staff in a ChatGPT for Teachers workspace the district manages. On any personal account, turn off "Improve the model for everyone," keep memory off for school work, and never publish a GPT.

TRAINING

Turn off "Improve the model for everyone." On a consumer account this is on by default. Turning it off does not delete saved chats.

Profile > Settings > Data controls >
Improve the model for everyone: off

DISTRICT ACCOUNTS

ChatGPT for Teachers is free for verified U.S. K-12 educators through June 2028, is not used for training by default, and gives the district a managed workspace with role-based controls. The district's own administrator sets retention and memory rules.

MEMORY

Decide what ChatGPT remembers. Memory carries details between chats. Turn it off for district work, or review it monthly.

Settings > Personalization > Memory

Temporary chats are not saved to history, not used for training, and are kept up to 30 days for safety.

CUSTOM GPTS

Never publish a GPT that holds district content.

When you build one, keep it set to "Only me" or share it inside the district workspace. Anything published to the store is public, and so are the files inside it.

SHARED LINKS

Delete old shared links. Anyone with the link can read the chat.

Settings > Data controls > Shared links > Delete

STUDENTS

No K-12 student product yet. OpenAI says ChatGPT for Teachers is not for students and that student accounts may come later. Consumer ChatGPT is not for children under 13, and 13 to 17 need parental consent. In a classroom of younger students, the adult runs the tool and the students never type into it.



Gemini

By Google. Available with personal Google accounts and inside Google Workspace for Education.

THE BOTTOM LINE

Sign in with the district's Workspace for Education account and the protection comes with it. Personal Gmail accounts stay out of district work.

DISTRICT ACCOUNTS

Use your Workspace for Education account. Chats and uploaded files from a school account are not reviewed by people and are not used to train Google's models. That protection comes with the account, not with a setting.

ADMINISTRATOR SETTINGS

The Workspace administrator controls history. Keep Activity is on by default, and only the administrator can change it or set the retention period: 3, 18 or 36 months, or history off. Ask your technology coordinator what the district chose.

ACTIVITY

See what is stored. On a school account you can view your activity, subject to the administrator's settings.

[gemini.google.com > Settings & help > Activity](#)

Or:
[myactivity.google.com/product/gemini](#)

PERSONAL ACCOUNTS

Do not use a personal Gmail account for district work. Personal-account conversations can be reviewed and used to improve Google's products. If a personal account is ever used, turn Gemini Apps Activity off at the same Activity page.

STUDENTS

Included for students of all ages through Workspace for Education, with the same no-training protection as staff. Gemini and Gemini in Classroom are on by default for students once the administrator allows them, and the administrator can turn them off for an age group or a school. Some features stay limited to 18 and over, and Google AI Pro for Education requires 18 or older.

SHARED LINKS

Work and school accounts cannot create public chat links in the mobile app. On the web, treat any shared link as public and remove it when the purpose is served.

P Copilot

By Microsoft. Personal Microsoft accounts and Microsoft 365 work or school accounts behave very differently.

THE BOTTOM LINE

Use the Microsoft 365 work or school sign-in and nothing else. On a personal account, turn off both training toggles and personalization.

DISTRICT ACCOUNTS

Sign in with your Microsoft 365 work or school account. Those conversations are covered by enterprise data protection and excluded from model training. If the district has Microsoft 365, this is the only Copilot staff should use.

TRAINING

On a personal account, turn off both training toggles. Opting out covers future conversations only.

`copilot.com > Profile > Privacy > Training on conversation activity: off`

`Same page > Training on voice conversations: off`

MEMORY

Turn off personalization for district work. Copilot remembers names, interests and goals across conversations unless you stop it. Turning it off keeps your history but clears what it remembers.

`Profile > Memory > Personalization and memory: off`

HISTORY

Conversation history is kept 18 months on personal accounts. Delete any conversation that should not have held district information.

`Profile > Privacy > Conversation history`

NEW APP

Microsoft released a new Copilot app on August 18, 2026. Some of these menus moved in the new version. Search Microsoft's help for the setting names in bold if a path does not match.

STUDENTS

Included for students 13 and older with a Microsoft 365 A1, A3 or A5 student license, with enterprise data protection. It is off until the administrator sets the tenant as K-12 and records each student's age group; under 13 stays blocked. The Study and Learn features follow the same switch. The paid Microsoft 365 Copilot add-on is \$18 a user a month.



A semester checklist for your technology contact

- Every staff account for an approved tool is a district account, not a personal one.
- Training toggles are off on any personal account that is still in use, and checked after each update.
- The shared-links list in each tool is empty, or every link on it has a reason.
- No custom assistant with district content is published outside the district workspace.
- The approved-tool list names which account type goes with each tool.

Where these facts come from

Anthropic privacy center and consumer terms (effective October 8, 2025); OpenAI help pages on data controls and ChatGPT for Teachers (updated August 26, 2026); Google Workspace for Education Gemini help pages and the Gemini in Classroom update (August 4, 2026); Microsoft Copilot privacy controls, the Copilot in Education page, and the Copilot Chat for learners guide (September 3, 2026). Vendors change these pages without notice, so verify any item before you rely on it in a policy.

Start with a free 30-minute conversation. No sales, no obligation.

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