

Showcase application AI Transformation Rubric 2026–2027

Pillar	0 – Not Yet Started	1 – Exploring	2 – Planning	3 – Implementing
Teaching (Microsoft 365 for Educators)	No shared understanding of Microsoft 365 Copilot Chat or AI features. Copilot disabled or unused. No staff guidance.	Individual teachers experimenting with Microsoft 365 Copilot Chat including the Teach module, Microsoft 365 apps, Learning Accelerators. Informal sharing only.	School-defined Microsoft 365 AI teaching use cases (lesson planning, differentiation, feedback). CPD plan agreed. Copilot champions identified.	Copilot embedded in teaching practice. Staff trained. Expectations set. Peer sharing and coaching in place.
Learning (Microsoft 365 for Students)	No student guidance on AI use. Copilot Chat for students disabled or unmanaged. Assessment integrity unclear.	Early discussions on Copilot Chat (13+) including the Study and Learn agent, Learning Accelerators, Accessibility. Small classroom pilots.	Clear plan for Copilot Chat (13+) including the Study and Learn agent, Learning Accelerators, Accessibility tools. Small classroom pilots.	Students use Microsoft 365 AI tools safely and intentionally. Guidance published. Assessment practices updated. Accessibility tools used routinely.
Operations (Microsoft 365 for Staff & Leaders)	No use of AI applications to review or act on operational data. Decisions are largely anecdotal or reactive. Staff and leaders are not using AI apps to analyze information or identify patterns.	Leaders and staff trial AI apps for basic productivity tasks. Early exposure to using simple data (e.g., attendance reports, survey results, usage data) to inform conversations, but use is inconsistent. Data is reviewed manually and irregularly, with limited connection to action or follow-up.	Operational and leadership use cases identified where data can inform decisions. Leaders use AI applications to summarize data, identify patterns, and prepare reports or briefings. Professional learning planned to support staff.	Copilot Chat and Microsoft 365 tools are embedded in leadership and operational workflows to analyze data, surface insights, and guide decisions. Leaders and staff are trained and routinely use data to inform planning, communication, and continuous improvement. Time-saving, efficiency, and impact are reviewed using data, and practices are refined accordingly.
Policy & Governance (Microsoft 365 Controls & Safety)	No AI governance. Copilot settings unmanaged. No clarity on data protection or safeguarding.	Initial conversations on Responsible AI, student access, privacy. Draft principles only.	AI governance model defined. Copilot enablement decisions documented. Data protection and approval processes agreed.	Microsoft 365 AI governance in place. Policies published. Review and compliance cycle established.