SESSION 5 OF 5

Privacy Basics: Student Data, Recording and AI Tools

A short, practical session on what never goes into an AI tool, how to remove identifying details, and what to do when a student wants to record a session.

TIME	WHO IT'S FOR	YOU'LL NEED
30 minutes	All tutors, front desk staff and student workers	This guide, plus one tutor handout per person (separate file on the session page)

By the end, participants can

- Name the kinds of student information that never go into an AI tool
- Remove identifying details from notes before using AI
- Tell a campus-approved account from a personal one
- Respond when a student asks to record or runs an AI notetaker

Agenda at a glance

1	Warm-up	**5 min**
2	What stays out	**5 min**
3	De-identify it	**10 min**
4	Recording and AI notetakers	**5 min**
5	Close	**5 min**
	Total	**30 min**

Before you start

- [ ] Find out which AI tools and accounts your campus has approved, and who to ask about recording and privacy questions.
- [ ] Write two sample session notes that include made-up student details (a name, an ID number, a course section, a grade).
- [ ] Print the handout. This session pairs well with a staff meeting.

Session plan

1 **Warm-up** 5 min

Ask: “What’s something you’d never post in a group chat about a student?” The answers make a good list of what never goes into an AI tool.

2 **What stays out** 5 min

FERPA and campus policy protect student records. Treat these as off limits for any AI tool unless your campus has approved that tool for student data: names, ID numbers, email addresses, grades, schedules, visit records, accommodations, and notes about a specific student. Personal accounts on chatbots may keep chats and use them for training (data retention), so never use a personal account for center work.

3 **De-identify it** 10 min

Hand out the sample notes. Tutors remove or replace every detail that could point to one student, then swap notes and check each other’s work. Point out the sneaky ones: a course section, a rare major, or “the student who plays on the basketball team.” That’s what de-identified data really means.

4 **Recording and AI notetakers** 5 min

Some students record sessions or run an AI notetaker that may not be visible. Share your center’s rule. A common one: students tell staff before recording, staff can ask to pause during a sensitive conversation, and approved accommodations are always honored.

5 **Close** 5 min

Quick quiz from the check below, out loud.

Role plays

The quiet notetaker

Midway through a coaching session, the tutor sees a transcription app running on the student’s laptop.

Tutor’s goal: follow the center’s recording rule calmly, without accusing the student, and respect any accommodation.

Debrief: What exact words did the tutor use?

The helpful shortcut

A coworker suggests pasting the day’s appointment list into a chatbot to draft follow-up emails.

Tutor’s goal: explain why that list can’t go into the tool, and suggest a de-identified template instead.

Debrief: What could go in the AI tool, and what had to stay out?

Check for understanding: answer key

Ask these out loud or use them as a short quiz at the end.

1 Name three kinds of student information that never go into an AI tool.

ANSWER Any of: names, IDs, emails, grades, schedules, visit records, accommodations, notes about a student.

2 Why isn't removing the name always enough?

ANSWER Other details, like a section or team, can still point to one student.

3 Why shouldn't you use a personal chatbot account for center work?

ANSWER Personal accounts may keep and train on chats.

4 A student is recording with an approved accommodation. What do you do?

ANSWER Honor it.

From the Learning Center AI Tutor Training Kit. Free to copy and adapt for your center. More sessions at learningcenterai.org/tutor-training.