Privacy basics

From the training session “Privacy Basics: Student Data, Recording and AI Tools”

Never put into an AI tool (unless your campus approved it for student data):

- names, ID numbers, emails
- grades, schedules, visit records
- accommodations or health details
- notes about a specific student

DE-IDENTIFY FIRST

Replace names with STUDENT 1, TUTOR. Remove course sections, majors, teams and anything else that points to one person.

USE THE RIGHT ACCOUNT

Campus-approved accounts only. Never your personal chatbot account for center work.

RECORDING

- Students tell staff before recording.
- Staff can ask to pause for sensitive topics.
- Approved accommodations are always honored.

Not sure? Ask your coordinator before you paste.

MY NOTES

Free to copy and adapt for your center