

Ai Safety in Education

A Quick Guide for Faculty, Staff and Campus Teams Using AI Tools Responsibly

Why It Matters

AI tools like ChatGPT and Zapier can help staff work more efficiently, improve student services, and reduce admin burdens. But higher education environments face **privacy, academic integrity, and data security concerns**.

AI Use That's Generally OK

Here's what faculty, staff, and admin teams can safely use AI for:

- Drafting or editing non-sensitive communications (emails, announcements, newsletters)
- Summarizing or rewriting meeting notes, policies, or internal memos
- Brainstorming content for student handbooks, resource pages, or outreach materials
- Generating training or workshop outlines for staff
- Automating calendar or email workflows (via Zapier, non-student data)

Okay when: No student data, FERPA risk, or assessment content is involved.

AI Use That's Not OK in Education

Avoid using AI tools for:

- Entering or referencing student records, grades, IDs, or personal data
- Submitting or generating academic assessments or feedback without oversight
- Uploading research data, grant proposals, or unpublished material
- Relying on AI for student support decisions (e.g., accommodations, warnings)
- Creating content that could violate FERPA or institutional integrity policies

FERPA and institutional policies prohibit the disclosure or processing of student information through unsecured tools like ChatGPT or Zapier.