

AI and student data: three simple rules

What school staff can and can't do with AI tools like ChatGPT, Copilot and MagicSchool — on one page.

1

Use checked tools

Use AI tools that have been safety-checked for schools. Ask your leadership team which ones those are.

Want to try a new tool?

That's a school decision. The school checks it first — not you.

If a tool is blocked at school, don't use it at home for work either.

2

You make the judgement

AI must not directly decide how a student is going, write their report, or talk to families for you.

You decide what is true about the student. Then AI can help you word it clearly.

3

Stand behind what you save

Anything saved in a student's file must be true, and based on what you actually saw.

Families can ask to see it. If you can't say where a sentence came from, delete it.

USUALLY FINE

- ✓ Planning lessons and making worksheets
- ✓ Making a text easier to read, or adding visuals
- ✓ Tidying up words *you* wrote
- ✓ General questions, like "how do I teach a three-step routine?"
- ✓ Emails, newsletters and notes with no student details

DON'T

- ✗ Type a student's name, report, plan, diagnosis or contact details into an AI tool
- ✗ Ask AI what a student's goals, marks or report comments should be
- ✗ Copy AI text into a report or plan without checking every line
- ✗ Upload photos, audio or video of students, staff or families

Taking the name out isn't always enough. In a small class or school, details like year level plus diagnosis can still point to one child.

Quick test before you type:

Would I be happy reading this out with the student's family in the room?

Not sure? Stop and ask your principal, your region, or the department's privacy team. It's much easier to ask first than to fix it later.

Sources: Victorian Department of Education, Policy and Advisory Library — Generative Artificial Intelligence (updated 18 June 2024) and Software and Administration Systems (updated 28 January 2025). Checked September 2026; policies change, so check the current version. This is a plain-language summary for school staff, not legal or privacy advice. The full two-page version is at clarkburt.com.