

Memorandum

To: All GEAR UP Staff Statewide

From: Ruben Rocha

Date: February 11, 2026

Use of Artificial Intelligence (AI) Tools and Protection of Student Data

As artificial intelligence (AI) tools become more widely available, it is important to provide clear statewide guidance regarding their use in relation to student information.

Effective immediately, staff may not input, upload, or share any student-level data into public or third-party AI platforms (including generative AI tools) unless the platform has been formally reviewed and approved through appropriate institutional data security and FERPA compliance processes.

This prohibition includes, but is not limited to:

- Student names or identifying information
- Academic records or performance data
- Personally identifiable information (PII)
- Case notes, advising records, or service documentation
- Any dataset containing information tied to an individual student

Many AI platforms store, process, or reuse submitted data in ways that may not comply with FERPA, state data privacy laws, or institutional data governance policies. Protecting student confidentiality is both a legal obligation and a shared professional responsibility.

AI tools may be used for general purposes such as drafting communications, brainstorming ideas, or creating templates, provided that no student-specific or sensitive information is entered into the system.

If you are unsure whether a particular tool or use case is permissible, please consult with your supervisor before proceeding.

Thank you for your continued diligence in safeguarding student information and ensuring compliance across our statewide program.

Ruben Rocha

GEAR UP Utah Statewide Director

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