



ClassPilot AI Information and Responsible Use Guide

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This guide explains the purpose, data use and limits of AI-assisted report drafting in ClassPilot. School approval and a teacher's review are required before AI-generated wording is used in a pupil report.

1 What AI is for

ClassPilot uses Microsoft Azure OpenAI to suggest report wording from selected educational information. An authorised user requests a draft and decides whether to edit, use or discard it. AI is a writing aid, not an assessor, diagnostic tool or safeguarding system.

Teachers remain responsible for factual accuracy, tone, fairness and professional judgement. A generated statement must not be treated as evidence that a pupil achieved something. Decisions about attainment, support and progression must rest on the school's evidence and authorised processes.

2 Information involved

A drafting request may include the pupil's name, relevant assessment and teacher-judgement information, teacher-provided context and report text. Treat the request as containing personal data. The exact production payload must be checked before live use; UPN is not intended to be sent to the AI service.

Do not enter UPN, date of birth, contact information, safeguarding records or unrelated sensitive details into an AI instruction. Use the minimum relevant context. Any use of SEN or health-related detail must be necessary for the report and authorised by the school; do not include a diagnosis simply because it is available.

3 Provider processing and location

Microsoft states that Azure-hosted prompts and outputs are not available to OpenAI or other customers and are not used to train foundation models without permission or instruction. Our ClassPilot policy is not to use school pupil data to train foundation models.

Microsoft applies abuse monitoring, which can involve retaining flagged content and restricted human review. We do not claim zero retention or that human review is disabled. Processing geography depends on deployment type; UK South application hosting alone does not establish where AI requests are processed.

4 School approval before live use

The school's data protection lead should review the Data Processing Agreement, subprocessor information and this guide, determine the lawful basis and any required special-category condition, and assess whether a DPIA is required. Approval of these documents is not a substitute for that assessment.

Before live AI use, Edapt must confirm the model deployment, processing geography, prompt fields, provider retention and abuse-monitoring position. Required transfer safeguards must be in place. If these matters are unresolved, do not submit real pupil data for AI drafting. Use fictional information for demonstrations.

5 Checks before accepting a draft

- Check the correct pupil, subject and period, and compare every factual statement with the school's evidence.
- Remove invented achievements, unsupported explanations, diagnoses and predictions. Check that names, pronouns and any figures are correct.
- Check for stereotypes, biased expectations, insensitive references to SEND or EAL and inappropriate comparisons with other pupils.
- Use clear, constructive language appropriate for the family. Edit or reject text that is unsuitable even if it sounds confident.
- Complete the school's required review and approval before finalisation, export or distribution. Do not assume a generated draft is already approved.

6 Errors and incidents

Stop using an unsafe or incorrect suggestion, preserve only the minimum evidence needed and report it to the school lead and support@edapt-tech.co.uk. Use Urgent Security Incident for suspected data exposure. Do not circulate unredacted pupil content to demonstrate a fault.

We will assess the report and may restrict the affected AI feature while investigating. If AI is unavailable or not approved, use the authorised manual reporting workflow where available. AI output has no guarantee of accuracy or suitability.

7 Updates and further information

Material changes to AI purpose, data fields or providers must be assessed and communicated before the changed processing begins. Read this guide with the Service Privacy Notice, Acceptable Use Policy and Data Retention Policy.

Provider information: [Microsoft Azure model data privacy](#)