

Firstname Lastname
1234 Address Road
City, State 12345
(123) 456-7890

[Insert date]

Dear Parents and Guardians,

We're writing to share how we're thinking about artificial intelligence (AI) in our learning environment—and how we're preparing for both the opportunities and the challenges that come with it.

AI tools have become increasingly visible in everyday life, and many students are already exploring them on their own. Whether it's through apps, browser tools, or platforms like ChatGPT, this technology is beginning to reshape how people access information, write, study, and work. That's exactly why we believe it's important for us, as a school, to take an active role—not just in setting boundaries, but in helping students build the skills and judgment to use AI responsibly, ethically, and productively.

At this point, we haven't officially adopted an AI platform, but we're actively exploring what role this technology should play in our classrooms and how we can introduce it in ways that support—not shortcut—student learning.

As we think through these decisions, we want to share a few principles that are guiding our approach:

We're prioritizing student privacy and safety.

We know that some consumer AI tools collect user data and even use it to train their models. That's why we don't endorse student use of tools like ChatGPT—especially for students under 13, who are restricted from using them by their terms of service. Any tool we eventually bring into our learning environment will be reviewed for compliance with student privacy laws like COPPA and FERPA, and we'll only move forward with platforms built specifically for education.

We're focused on preserving academic integrity.

We know there's concern that students could use AI to avoid doing the thinking or the work. That's why we're committed to developing clear expectations around AI use—helping students understand when it can be used appropriately (like for brainstorming or practice), and when it shouldn't be. While we'll provide school-wide guidance, we also believe it's important for our teachers to set expectations based on their subject, their students, and the goals of each assignment.

We're thinking about equity—not just access.

It's not enough to give students access to AI and assume it will benefit everyone equally. Without the right support, these tools often end up helping students who are already ahead. That's why we're working to build AI literacy across all of our students—so everyone, regardless of their starting point, can learn how to use these tools in meaningful and productive ways. When introduced thoughtfully, AI can actually help close gaps by offering extra feedback, practice, and support that may not always be possible in a traditional classroom.

We believe teaching is—and always will be—a human profession.

Some of our teachers are beginning to explore AI to support their planning—for example, using it to draft lesson ideas or modify assignments for different learners. But in every case, our teachers remain responsible for what happens in the classroom. AI can support their work, but it's not doing the teaching. It simply helps free up time for more high-impact moments with students.

All of this is a work in progress—and we don't claim to have every answer. But we want you to know that we're engaging deeply with these questions and moving forward thoughtfully, with student learning and well-being at the center of our approach.

And we'd love to hear your voice in this process. If you have thoughts, questions, or concerns, we welcome them. AI is moving quickly, and this will only be successful if we move forward together.

Thank you for your continued support and trust.

Sincerely,

[Your School's Name]

[Principal or Administrative Team Name]