Letter to parents about AI — template to fill in

Fill each part in two or three sentences, cut what does not apply to your school, and attach the school's policy if there is one.

School name · Date · To parents of grades

1. What the school uses AI for

The tasks, who checks them, and that decisions about a student stay with a person

2. What your children may and may not do

By stage, with the bans spelled out, and saying when AI was used

3. How we protect their data

The approved tools, what each receives, and when we will tell you of a change

4. How to ask

Name and role, how to reach them, reply time, and the open meeting if there is one

One request at home · Signature