

[School Logo or Name]

[Date]

Dear Families,

This year, our class will be learning how to use artificial intelligence (AI) tools thoughtfully and responsibly. AI is becoming part of everyday life and work, and I want every student to feel confident using it in ways that support their learning.

We will use only school-approved AI tools. The school will communicate any account or consent requirements separately; signing this letter does not create an account or give consent for any tool.

To keep things clear and fair, every assignment in our class will have an AI Level that tells students exactly how AI may be used:

0	No AI	Do this on your own. No AI tools at all.
1	AI for Ideas	Use AI to brainstorm or ask questions. Everything you turn in is your own work.
2	AI as a Tutor	Use AI to explain concepts or give feedback. Write every answer yourself.
3	AI as an Assistant	Use AI to help edit, organize or check your work. Tell your teacher how you used it.
4	AI as a Partner	Use AI fully as directed. Check its accuracy and explain how you used it.

What your student will learn

- How to use AI as a learning partner: to ask questions, get explanations and improve their own work
- How to check AI answers for accuracy, since AI can make mistakes
- How to be honest about using AI, with a simple AI Use Statement
- How to protect their privacy by never sharing personal information with AI tools

How you can help at home

- Ask your student to show you the AI Level on an assignment and explain what it means.
- Invite them to explain their work to you in their own words. This is a great way to build understanding.

Please review the classroom AI expectations with your student, sign the acknowledgment together, and return it by [return date]. I am always happy to answer questions. You can reach me at [email address] or [phone number].

Thank you for partnering with me this year!

Warmly,

[Teacher Name]

[Course / Grade] · [School Name]

PLEASE RETURN BY [DATE]

Classroom AI Expectations

An acknowledgment of how AI is used in our class. Read each statement together, check the box, and sign.

As a student, I understand that I will:

- ☐ Follow the AI Level on every assignment, and ask my teacher when I am not sure.
- ☐ Do my own thinking. Work I turn in will show what I understand.
- ☐ Tell my teacher when and how I used AI, using an AI Use Statement.
- ☐ CHECK AI answers: Compare, Hunt for sources, Explain it myself, Consider bias, Know my AI Level.
- ☐ Never put my personal information, or anyone else's, into an AI tool.
- ☐ Use only AI tools my school allows.
- ☐ Be able to explain my work without AI.

By signing, we acknowledge these classroom expectations. This is not consent for any AI tool or account.

Student name (print)

Family member name (print)

Student signature

Family member signature

Date: _____

Optional: questions or comments for the teacher

**Before you trust
AI, CHECK:**

C Compare with a
reliable source

H Hunt for real sources

E Explain it yourself

C Consider bias

K Know your AI Level