

**Norfolk Public Schools**  
**Office of the Superintendent**

[Date]

Dear Esteemed Partners,

I trust this letter finds you well. As the Superintendent of Norfolk Public Schools, my responsibility is not only to oversee the advancement of our educational tools but also to ensure that these tools uphold the highest standards of equity, privacy, and integrity. With the potential integration of Generative Artificial Intelligence (AI) into our resources, we must approach this technology thoughtfully to align with these essential values.

We greatly value our partnership with you, and together, we have the power to transform the learning experiences of our students and enhance the productivity of our staff. However, as we consider the adoption of generative AI technologies, it is vital that we establish shared expectations that honor our commitment to an equitable, transparent, and secure learning environment.

To this end, we request your cooperation and ask that you communicate your organization's generative AI strategy, focusing on the following areas to support student and staff safety and security:

1. **Advance Notice of Intent:** Before implementing generative AI in products or services offered to Norfolk Public Schools, please provide written notice. Early communication enables us to assess, adapt, and align our policies and communication strategies with the evolving technology to ensure a safe, informed environment.
2. **Details of Integration:** We request a comprehensive overview of how generative AI will be integrated within your solutions, including its purpose, functionality, and the anticipated benefits for our students and educators. This transparency is essential in supporting our mission to provide clear information and obtain any necessary consents from students, staff, and families.
3. **Data Privacy, Security, and Intellectual Property Protection:** Data privacy and security are paramount. We require that your data protection measures not only comply with FERPA, COPPA, and CIPA guidelines but also rigorously safeguard the intellectual property of our students and staff. Please provide detailed information on the mechanisms you use to protect sensitive information from unauthorized access, use, or disclosure.

- **Explicit Consent for IP Use:** Any use of student or faculty intellectual property beyond direct educational engagement, including AI model training, must be preceded by explicit, informed consent.
  - **Option to Opt-Out:** A simple and accessible opt-out option should be available to those who prefer not to have their intellectual property used for AI training. This choice should be respected in all instances, with clear communication about any effects on service use.
  - **Data Retention and Deletion Policies:** We request transparency on your data retention and deletion practices to ensure they align with legal standards and data privacy best practices.
2. **Privacy Impact Assessment (PIA):** We expect a thorough Privacy Impact Assessment (PIA) to be conducted, identifying and addressing any potential risks to student data privacy associated with the deployment of generative AI technologies.
  3. **Access and Equity:** Equitable access to AI-enhanced educational tools is essential. We request an outline of how your products ensure accessibility for all students, including those with disabilities, and how they support equitable learning opportunities. This commitment to access and equity reflects a core value of Norfolk Public Schools and must be evident in any AI technologies we adopt.
  4. **Disaster Recovery:** We require a comprehensive disaster recovery plan to ensure the continuity of AI services in the event of a disruption. This plan should include strategies for data backup, system restoration, and communication protocols to minimize downtime and data loss. Please provide details on how you will ensure the resilience and reliability of your AI solutions in the face of potential disasters.

We believe that clear communication and adherence to these principles will help ensure that our partnership not only advances educational outcomes but also upholds the values we prioritize safety, equity, and respect for individual rights. Please feel free to reach out to us with any questions or clarifications. We look forward to your response and thank you for your commitment to supporting a safe, secure, and inclusive learning environment.

Sincerely,

[Your Name]

Superintendent, Norfolk Public Schools

[Contact Information]