**SAMPLE INFORMATION REQUEST**

Date:

To: Name and Title of District Official

From: Name and Title of Union Officer

Subject: M.G.L. c.150E Information Request – Artificial Intelligence and Technology

Dear _____,

Pursuant to M.G.L. c150E and on behalf of the _____ Association/Union, I am requesting the following information needed to provide adequate and effective representation for our members through collective bargaining and/or contract enforcement. Specifically, the information is necessary to analyze the use of Artificial Intelligence (AI) programs and other educational technology software and hardware's impact on the employment and working conditions of bargaining unit employees.

Please provide the following information:

- A copy of any Employer policy/policies related to the use and implementation of AI for employees and students.
- A list of all AI program(s) currently being used and any that the Employer has decided to implement but has not yet begun using.
- A description of the work done by the AI program(s), the data collected, and the job titles of the employees who perform related work/functions.
- The names and versions, or edition number(s) of the AI programs.
- The dates the Employer began using or intends to start using the AI program(s) and any rollout schedules.
- Copies of all licensing agreements, contracts, and service-level agreements with third party AI vendors that involve tasks or data handling related to bargaining unit work.
- All procedures, policies, or criteria used to handle allegations of academic dishonesty related to AI.

- A description of all software tools purchased or utilized by the district to detect AI-generated student work, including any data validation studies, error rates, or guidelines provided to educators regarding how to interpret detection results.
- The type and length of any training that the Employer has provided or intends to provide to employees on the usage and implementation of AI.
- The type and length of any training that the Employer has provided or intends to provide to employees on the protection of personally identifiable information (PII) while using and implementing AI.
- The name of any vendor or third-party guide that provides/provided advice to the Employer on implementation and the use of AI program(s).
- For each technology product or service utilizing AI, please provide copies of Third-Party Service Agreements which contain language regarding the protection of personally identifiable information (PII) of employees, students, parents and/or other members of the public for which _____ Public Schools collect and maintain data, specifically the following provisions:
    - Provisions which ensure compliance with M.G.L. c. 93H and 201 CMR 17.00
    - Provisions which ensure compliance with 20 U.S.C. 1232g (FERPA) and 34 CFR Part 99
    - Provisions which retain _____ Public Schools' ownership of the data collected or shared with Third-Party Vendors
    - Provisions which define and prohibit or limit the retention and/or use of Data collected or shared by _____Public Schools and which require the Third-Party Vendor to deidentify any data retained for use by the Third-Party Vendor.
- If any of the requested Third-Party Agreements contain protected proprietary information, please provide copies of the Agreements with only the proprietary information redacted, but with all language pertaining to the protection.
- The amount of money spent in each fiscal year for the last five (5) years on student devices (i.e., laptops, tablets, etc.)

I ask for all this information within two weeks of this request. If you are unable or unwilling to provide the information within that timeframe, please send me an explanation and the expected time frame.

Feel free to contact me with any questions or comments. Thank you for your attention to this request.

Sincerely,

Cc: MTA Field Representative

The following districts should add these additional requests:

- Barnstable
- Berkley Regional and Somerset Public Schools
- Boston
- Bourne
- Brockton
- Carver
- Clinton
- Dedham
- Fall River
- Fitchburg
- Gill-Montague Regional
- Granby
- Hadley
- Holliston
- Mendon-Upton Regional
- Milford
- Millbury
- Pittsfield
- Revere
- Sandwich
- Scituate
- Somerset
- Southern Berkshire Regional
- Springfield
- Uxbridge
- Walpole
- Wareham
- Webster
- West Springfield
- Westfield
- Whitman-Hanson Regional

- The date the district decided to join or apply for the DESE AI curriculum pilot program.

- Copies of all communications (written, text, email, or otherwise) between District administrators/personnel and representatives from the following organizations regarding the AI curriculum pilot, “Principles of Artificial Intelligence” course, educator training, or software integration:
  - Massachusetts Department of Elementary and Secondary Education
  - Massachusetts STEM Advisory Council
  - Massachusetts Technology Collaborative (MassTech)
  - Project Lead the Way (PLTW)
- Identify every specific AI software application, program, virtual assistant, platform, or digital tool (e.g., Large Language Models, Predictive AI tools, Agentic AI, or PLTW proprietary platforms) being deployed or tested as part of this pilot.
- Provide copies of the terms of service, privacy policies, data sharing agreements, and vendor contracts for each tool identified above.
- Specify what measures have been implemented to ensure compliance with student data privacy laws and educator intellectual property rights.
- Identify all bargaining unit members currently assigned to teach, facilitate, or support this pilot program.
- Detail the specific professional development, training modules, or webinar series required for educators participating in this pilot including hours mandated and whether training occurs during or outside regular contractual hours.
- State what, if any, existing curriculum, courses, or prep periods are being replaced, modified, or reduced to accommodate the “Principles of Artificial Intelligence” course.
- Provide copies of any lesson plans, rubrics, or pedagogical scenarios provided by DESE or PLTW that unit members are required or expected to follow.