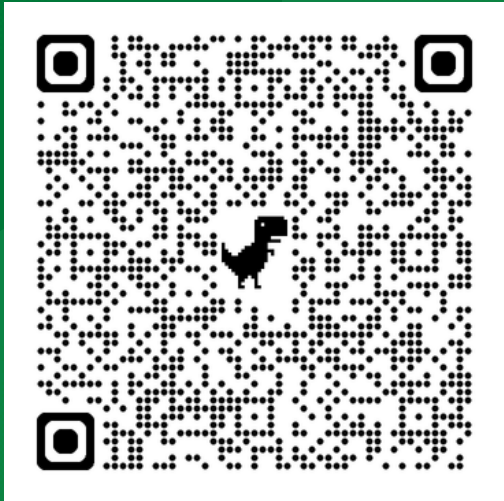




[CANVA.LINK/AILOBOWAY](https://canva.link/aiLOBOWAY)

AI AND THE "LOBO" WAY

Implementing Secure Practices with AI to Safeguard Data, Reclaim
Capacity, and Empower Student Success

Anna Huntsinger

Lead Instructional Technology Specialist

Longview ISD

DISTRICT INNOVATION HUB: sites.google.com/lisd.org/ai-in-lisd

LONGVIEW ISD

8,100+ Students

14 Campuses from K-12

Montessori, International Baccalaureate (IB), and dual credit

Want to know more?



Serve people



Solve problems



Strengthen practice



FOUNDATIONAL POLICY IDEAS FOR AI IN EDUCATION



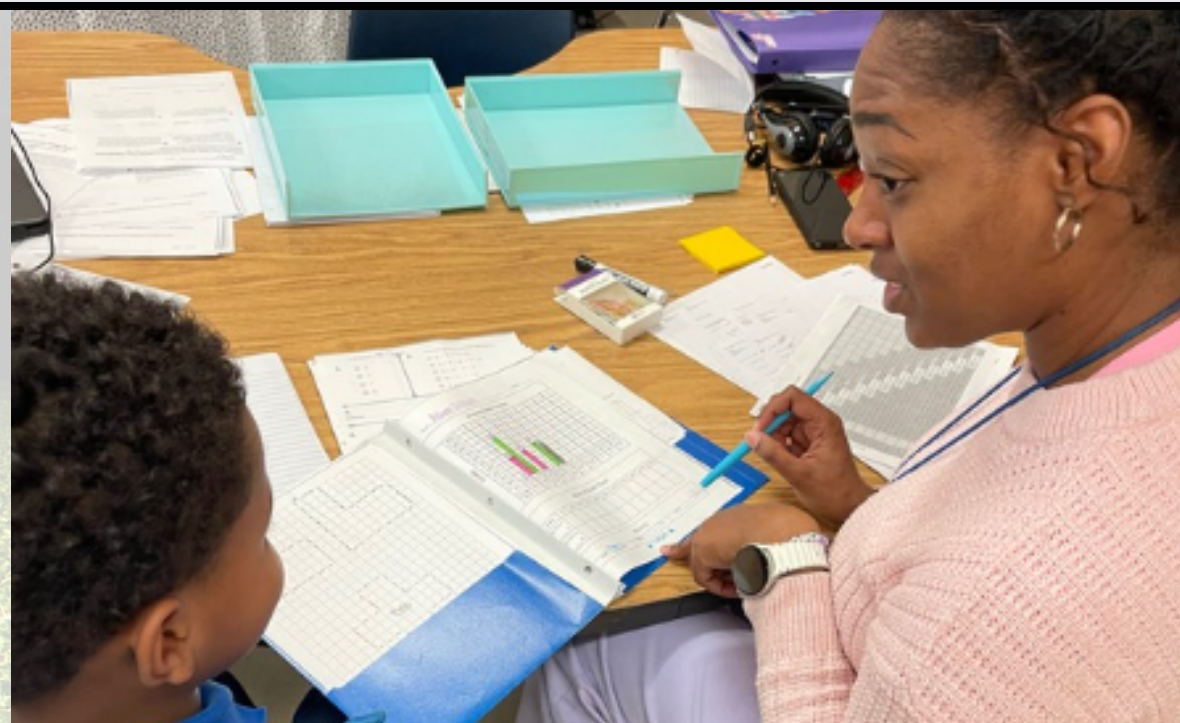
- Foster Leadership
- Establish an AI task force
- Build Capacity
- Provide funding for PD
- Support Innovation
- Promote research and development
- Promote AI Literacy
- Integrate AI skills and concepts
- Provide Guidance
- Equip schools with guidance on the responsible use of AI.

STRATEGIC ALIGNMENT WITH DISTRICT PLANS & AI

OPERATIONAL EXCELLENCE

TECHNOLOGY INITIATIVES ACROSS LONGVIEW ISD ARE EXPLICITLY DESIGNED TO REMOVE ADMINISTRATIVE FRICTION AND GIVE PROFESSIONAL CAPACITY BACK TO OUR EDUCATORS.

OUTCOME: BY AUTOMATING ROUTINE DOCUMENTATION, WE PRESERVE PRIMARY FOCUS FOR FACE-TO-FACE INSTRUCTION.



TARGETED STUDENT ACHIEVEMENT

EVERY DIGITAL FRAMEWORK IS ALIGNED WITH DISTRICT-WIDE GOALS IN LITERACY, NUMERACY, AND DATA-DRIVEN INSTRUCTION TO MAXIMIZE CLASSROOM EQUITY.

OUTCOME: TRANSFORMING STATIC CURRICULUM STANDARDS INTO ACTIVE TOOLS THAT HELP TEACHERS DIFFERENTIATE AT SCALE.





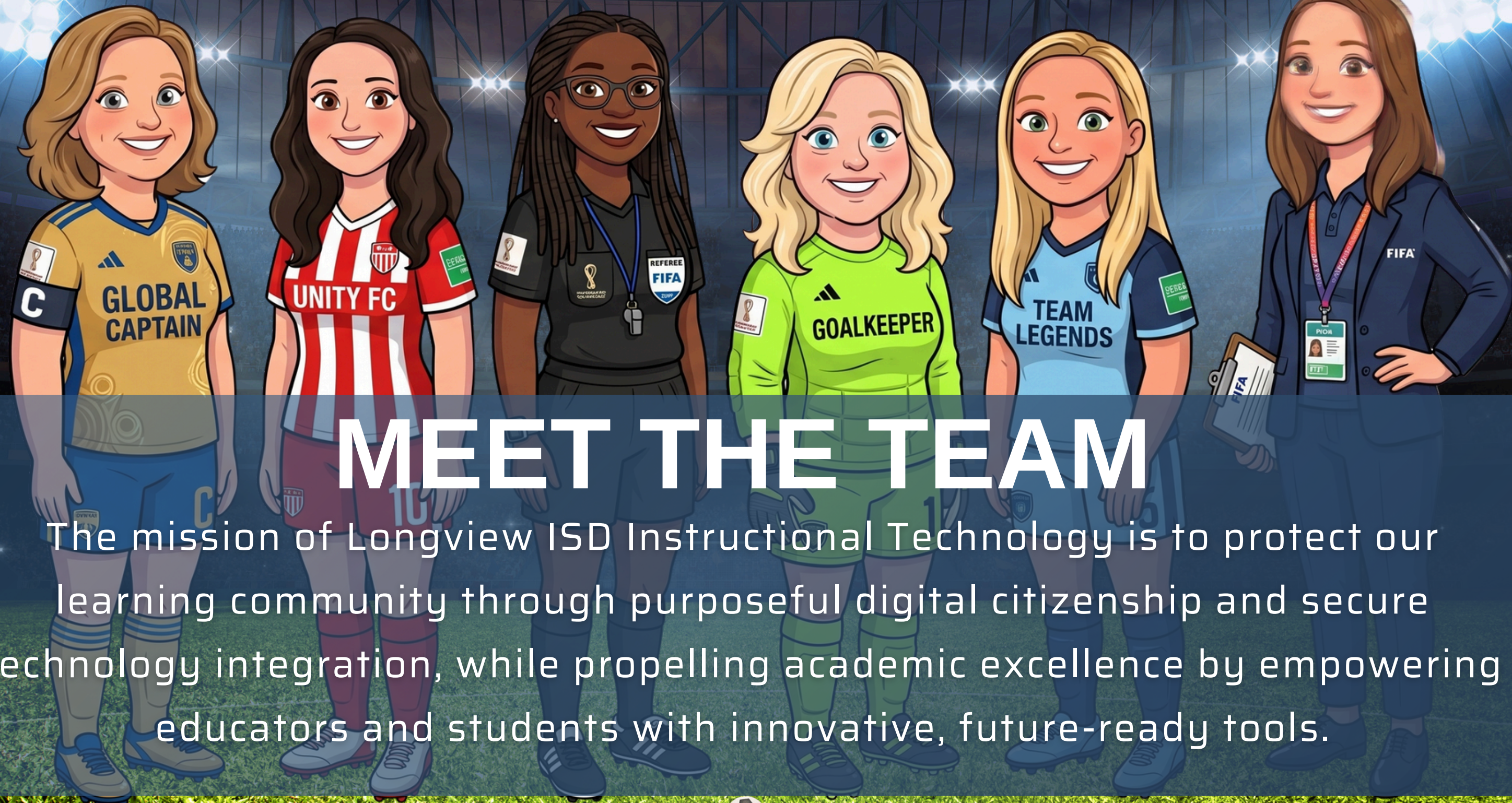
Hidden Figures Scene: Adapting to change - Dorothy Vaughn

Luz Alejandra Magre Colorado



Watch on  YouTube

INSTRUCTIONAL TECHNOLOGY



MEET THE TEAM

The mission of Longview ISD Instructional Technology is to protect our learning community through purposeful digital citizenship and secure technology integration, while propelling academic excellence by empowering educators and students with innovative, future-ready tools.

THE STRATEGIC FOUNDATION- BUILDING RELATIONSHIPS



PD DELIVERY

WE LEVERAGE COHESIVE IN-PERSON AND VIRTUAL PROFESSIONAL DEVELOPMENT DESIGNED TO MOLD FUTURE-READY INSTRUCTION BRICK-BY-BRICK. MONTHLY NEWSLETTERS, TECHNOLOGY CHALLENGES & ESCAPE ROOMS TO INTRODUCE AND APPLY TOOLS.



REAL-TIME HELP DESK

IMMEDIATE, ON-THE-GROUND SUPPORT ENSURING TECH ISSUES NEVER BLOCK STUDENT-CENTERED PEDAGOGY.



ACTIVE PARTNERSHIPS

FOSTERING SECURE CROSS-DEPARTMENT CONNECTIONS SO LEARNERS FEEL SAFE TO TAKE PEDAGOGICAL RISKS.

- POWERFUL PAIRS
- FULL HOUSE
- PRINCIPAL/ADMIN PARTNERS
- 3:1 CAMPUS:ITS
- 2:1 CAMPUS: TECHNICIANS





LONGVIEW ISD
TOGETHER WE LEAD. **TOGETHER WE SUCCEED.**

GOLDEN RULES

FOR

AI USE AT LONGVIEW ISD

THOUGHTFUL. . PURPOSEFUL. PEOPLE FIRST.

1



**DON'T START
WITH THE TOOL,
START WITH
THE VISION**

Begin with clarity of purpose.
Let your vision guide
the technology.

2



**CLEARLY DEFINE
THE NEED
BEFORE YOU
DESIGN THE PROCESS**

Start with the why.
A clear need leads to
better solutions.

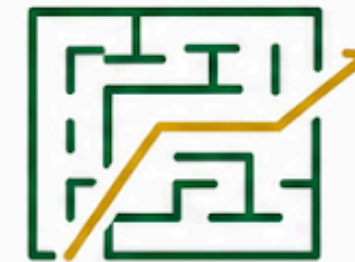
3



**HUMAN JUDGMENT
REMAINS CENTRAL**

AI supports our work—
it doesn't replace
our expertise, values,
or relationships.

4



**AI MUST
REDUCE COMPLEXITY,
NOT ADD TO IT**

Technology should lighten
the load, streamline
the work, and create
space for what matters.

DISTRICT AI GUIDANCE & MATRIX REFERENCE CHART

A Google-First Approach for TEKS-Aligned & Secure Classrooms

[CANVA.LINK/AILOBOWAY](https://canva.link/aioloboway)

TIER 1: THE SECURE CORE (ALWAYS USE)

Google Gemini & NotebookLM, Brisk Teaching Extension, MagicSchool.ai (TEKS mode). These live directly inside our Google environment or serve as vetted, all-in-one edtech workflows.

TIER 2: VETTED SPECIALISTS (OCCASIONALLY USE)

SchoolAI (Priority Student Space), Diffit (Differentiation), Conker (Forms Builder), Curipod (Interactive), Canva for Education. Use strictly for targeted niche needs.

NOT THIS: UNVETTED GENERIC LLMS (DO NOT USE)

ChatGPT, Claude, & Open Chatbots. These lack data privacy verification, bypass Texas TEKS standards, and default entirely to national Common Core.

If the task is...	1st Choice: Google Native	2nd Choice: Tier 1 Core	3rd Choice: Tier 2 Specialist	Not This
Grading & Student Feedback	Use Gemini in the Google Doc sidebar.	Click the Brisk extension icon inside the Google Doc.	Use SchoolAI's extension to monitor student typing.	Copying/pasting student essays into ChatGPT or Claude.
Safe, Student-Facing AI Interactions	Use Gemini (Embedded) in Google Classroom via teacher-created Gems & NotebookLM.	Deploy Brisk Boost student workspaces & set up safe MagicSchool Student Rooms.	Launch monitored 'Spaces' via SchoolAI synced to Google Classroom.	Allowing students open access to unrestricted public AI chatbots.
TEKS Lesson/Unit Planning	Use Gemini with the district's TEKS prompt template.	Use MagicSchool (select Texas TEKS dropdown).	Use Eduaide only if a highly specific pedagogical blueprint is needed.	Using unprompted consumer LLMs that default to Common Core.
Interactive Class Presentations	Create basic slides in Google Slides with Gemini.	Use Brisk to auto-generate a presentation straight to Slides.	Use Curipod for interactive polls, or Canva Magic Studio.	Spending hours manually copying static text onto slides line-by-line.
Differentiating Text Level	N/A	Use Brisk to alter text level directly inside Google Docs.	Use Diffit to auto-level any article/video and export to Docs.	Manually asking a generic chatbot to rewrite text paragraph by paragraph.
Creating an Assessment/Quiz	N/A	Use Brisk or MagicSchool to push a quiz to Google Classroom.	Use Conker to instantly generate a native Google Form.	Copying text into unapproved, unvetted web quiz generators.
Curriculum/Policy Research	Upload district PDFs into NotebookLM for secure querying.	N/A	N/A	Asking open-box internet AI tools about local district pacing.

DATA PRIVACY & SECURITY

OUR “WALLED GARDEN”

ALL STUDENT, STAFF, AND INSTITUTIONAL DATA REMAINS STRICTLY INSIDE THE DISTRICT'S SECURE GOOGLE ENVIRONMENT.

-  **ZERO PUBLIC TRAINING:** LISD PROMPTS AND DOCUMENTS ARE NEVER INDEXED OR USED TO TRAIN GOOGLE'S MODELS.
-  **NO HUMAN OVERSIGHT:** WORKSPACE DATA STAYS ENCRYPTED AND COMPLETELY PRIVATE.
-  **FERPA/COPPA COMPLIANT & MAINTAINED THROUGH THE ACCESS PERMISSIONS AND OUS OF THE GOOGLE ADMIN CONSOLE.**

GOOGLE FOR EDUCATION: SAFE AI GUARDRAILS FOR U18 USERS

IMAGE & MEDIA ACTIONS

CANNOT CREATE/EDIT MEDIA

Under-18 accounts **blocked** from AI image generation and editing.

CAN UPLOAD & ANALYZE

Allowed to upload images and ask text-based questions about the content

GEMINI CHAT RETENTION

AGE-BASED ACCESS

Over 18 (Staff) → Admin Console Settings

Under 18 (Student) → Admin Console Settings

Foundation: Age Differentiation is active.

GEMINI IN CLASSROOM

Master Classroom Enablement
Required for system-wide safe access.

NotebookLM
Now Permitted (with organization admin control)

Organization-level toggle
(Organization Admin control required).

Content Policies & Safety Flags active
(Restricts harmful responses to sensitive queries).
(cite: support.google.com)

Note: *Inherits domain Age-Based and Classroom toggles for grounding.

GEMINI GEMS (CUSTOM ASSISTANTS)

Student Limitation
U18 users **blocked** from creating or editing AI-powered custom flows or resources.
(knowledge.workspace.google.com)

Gems Sharing & Delivery

Admin Control: Set Gems sharing (Global vs Domain-Internal).

Teachers only: Students receive only teacher-created Gems attached to Classroom assignments.
(cite: ditchthattextbook.com)

'GEMS SHARING' toggle must be **ON** in Admin Console master control.
(cite: ditchthattextbook.com)

GEMINI IN CHROME (BROWSER & EXTENSIONS)

Browser-Level Inheritance

- Inherits all domain-level guardrails (U18 image blocking, retention).
- Rolling Deletion periods apply cumulatively across all mobile/browser use.

ToS & Compliance

- Terms of Service gap: District subject to standard Google Terms for "Additional Services" until organization-level compliance agreements are updated (HIPAA, SOC, ISO, etc.).
(cite: support.google.com)

IT Control Visual

Controlled by general Gemini App toggle: If Gemini is disabled for a user, the browser extension is disabled.
(cite: support.google.com)

Data based on "The Connected Classroom: Uniting Curriculum and IT with Google Chrome, Gemini, & Workspace – Back Channel 4" and "AI Assistant Demo 4".

GEMINI GEMS & NOTEBOOK LM

Google for Education mashup!





License	Education Fundamentals, Standard	Education Plus, Teaching & Learning	Google AI Pro for Education
Notebooks	100/user	200/user	500/user
Sources	50/notebook	100/notebook	300/notebook
Chats	50/day	200/day	500/day
Audio Overviews	3/day	6/day	20/day
Video Overviews	3/day	6/day	20/day
Cinematic Overviews	N/A	N/A	2/day
Reports	10/day	20/day	100/day
Flashcards	10/day	20/day	100/day
Quizzes	10/day	20/day	100/day
Mind Maps	No Limits	No Limits	No Limits
Deep Research	10/month	3/day	20/day
Data Tables	Limited	Higher Limits	Even Higher Limits
Infographics	Limited	Higher Limits	Even Higher Limits
Slides	Limited	Higher Limits	Even Higher Limits

Sharing Notebooks in education accounts allows unlimited sharing with users and Google Groups within the same organization, but not with external users.

To share a notebook:

- Click "Share" and add emails for individuals/groups.
- Grant "Viewer" (read-only) or "Editor" (can modify and share) access.
- Note: Groups won't receive notifications, so inform them separately.

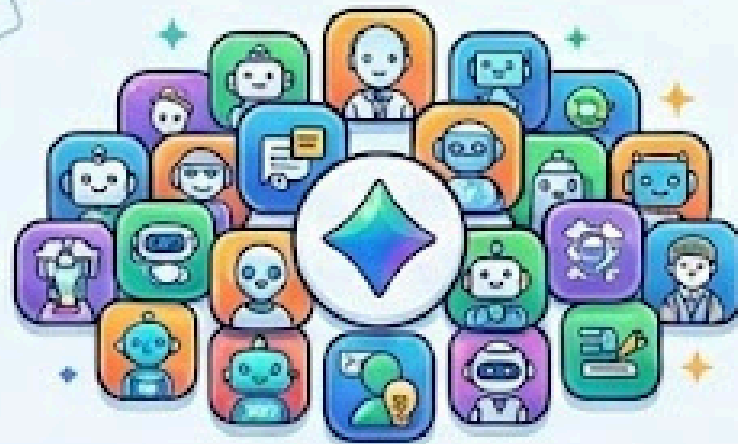
For Google Classroom sharing:

- Create an assignment or material.
- In "Attach," select "NotebookLM" to create a new or select an existing notebook.

Click "Attach notebook" to share it with the class. Students receive "View" rights to chat and access resources.

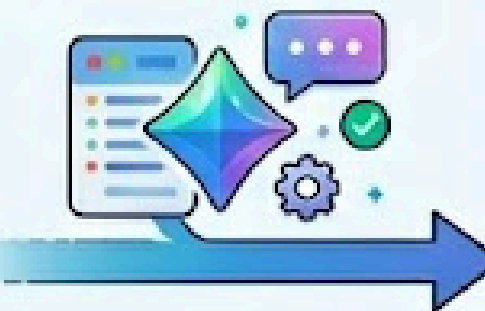
LIMITS FOR GOOGLE GEMS ON EDUCATION ACCOUNTS (A VISUAL GUIDE)

1. Unlimited Creations, Limited Usage



NO STRICT PUBLIC LIMIT ON CREATION!

- Build extensive custom tutor, planner, and grading Gem collections.



HOWEVER, YOUR ACCOUNT IS BOUND BY USAGE LIMITS & FILE RESTRICTIONS.

2. Rolling Usage Limits (Prompts)



STANDARD CORE ACCESS:
Basic model access.
Daily allowance varies dynamically based on overall demand.



GEMINI EDUCATION PREMIUM (PRO ACCESS):
Up to 25 prompts per 4 hours for Pro reasoning models.



AI EXPANDED ACCESS:
200 prompts / day for Pro, 600 prompts / day for Thinking models.

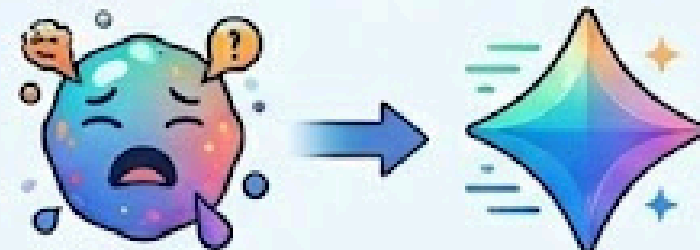


AI ULTRA ACCESS:
500 prompts / day for Pro, 1500 prompts / day for Thinking models.

3. Over-Usage Solution

IF YOU EXHAUST CAPACITY:

- Gems automatically switch to faster, lightweight Gemini Flash model until reset. Conversation continues smoothly.



4. Knowledge File Limits (Per Gem)

FILE COUNT:

Up to 10 files per Gem Knowledge base.

FILE SIZE:

PDFs, Docs, Sheets, Text up to 100 MB per file.

LIVE-LINKING:

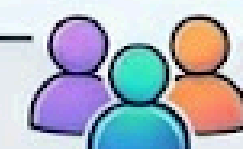
Attach school Drive files (Docs/Sheets) for dynamic syncing. Updates apply automatically.

5. Sharing & Age Restrictions

SHARING & ACCESS RULES



AGE LIMIT:
MUST BE 18+ years or older to build or use Gems. (Teachers & Staff only, not students). (Adults with IDs)



SHARING:
Easily share Gems with colleagues on domain via direct link for collaboration. (Multiple staff members)

TRACK LIMITS: View consumption in Settings > Usage Limits on Gemini Dashboard.



Google Workspace for Education accounts allow **unlimited** creation of Custom Gems, unlike personal accounts capped at 5 to 10. However, usage is limited based on the specific Google Workspace license.

1. Creation vs. Usage Limits:

- Daily prompts vary by license tier:
 - ****Standard Core Access****: Basic model access with dynamic prompt allowances.
 - ****Pro Access****: Up to 25 prompts every 4 hours.
 - ****AI Expanded Access****: Up to 200 prompts daily for Pro models.
 - ****AI Ultra Access****: Up to 500 prompts daily for Pro models.
- If limits are exceeded, Gems switch to the faster Gemini Flash model.

2. Knowledge File Limits Per Gem:

- Attach up to 10 reference files (max 100 MB each).
- Live-linking to Google Docs/Sheets allows dynamic updates.

3. Sharing & Age Restrictions:

- Users must be 18+ to create or use Gems; students typically cannot access the builder.

Gems can be shared with colleagues via direct links for collaboration.



GOOGLE GEMS FOR STAFF

MOVING FROM STATIC DISTRICT POLICY BINDERS TO REAL-TIME
ADMINISTRATIVE AND COACHING MENTORS DIRECTLY WITHIN A SECURE
WORKSPACE.



GEMS IN DAILY PRACTICE



Walkthrough Feedback

Principals paste raw 5-minute notes, and the Gem securely returns formatted, T-TESS-aligned coaching points.



AI Integration Coach

Share a focus or lesson that you're working on to see the AI opportunities to share with your students.



Google Admin Expert

Leverage up-to-the-minute Workspace updates, console policies, and K12 security best practices.



AI for Administrators

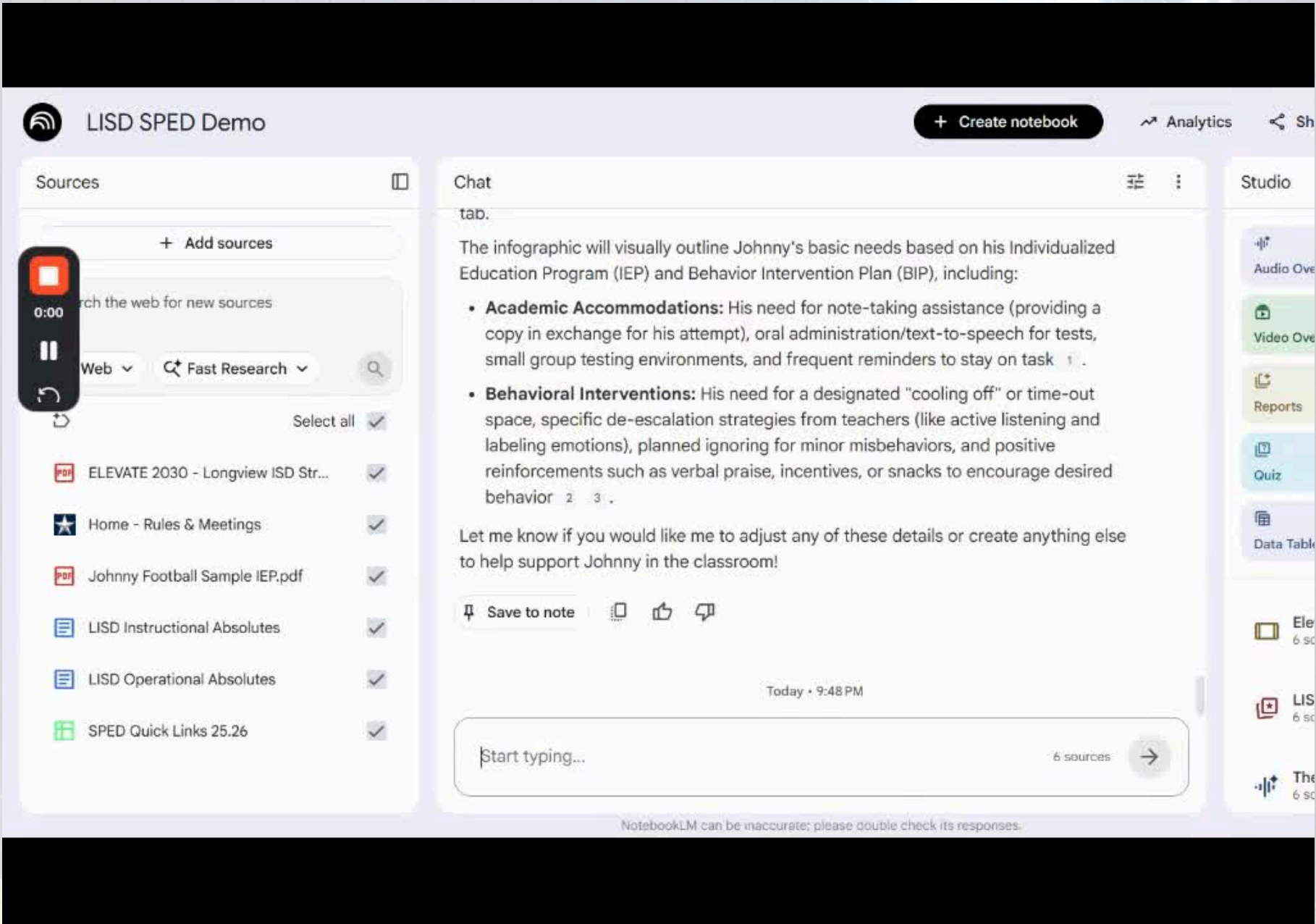
Session Agenda - bit.ly/curts-aiadmin

NOTEBOOKLM GROUNDED SUPPORT

Trustworthy Accommodations

Unlike generalized AI chatbots that fabricate details, NotebookLM limits its analysis strictly to documents you safely upload. This ensures "ground-truth" compliance for student interventions.

- ✔ Citation-Backed Answers: Every recommendation points directly to original PDF pages.
- ⚖ IEP Interventions: Safely query redacted profiles to extract immediate support steps.
- 🛡️ Walled Workspace: Every notebook is scoped solely to the teacher's secure drive within our domain alone.



NOTEBOOKLM IN PRACTICE



Fast Behavior Plans

A teacher uploads an IEP or BIP behavior guide and securely grabs three de-escalation tips in under a minute.



TEKS Studio Guides

Teachers drop dense TEKS targets inside a notebookLM to spin up clean study guides and matching flashcard sets. Also easy to share!



Co-Teacher Sync

Caseload support teams query their shared notebook for student summaries, strictly protected from the open web.

HUMAN SOVEREIGNTY

100%

HUMAN-IN-THE-LOOP

Complete Educational Oversight

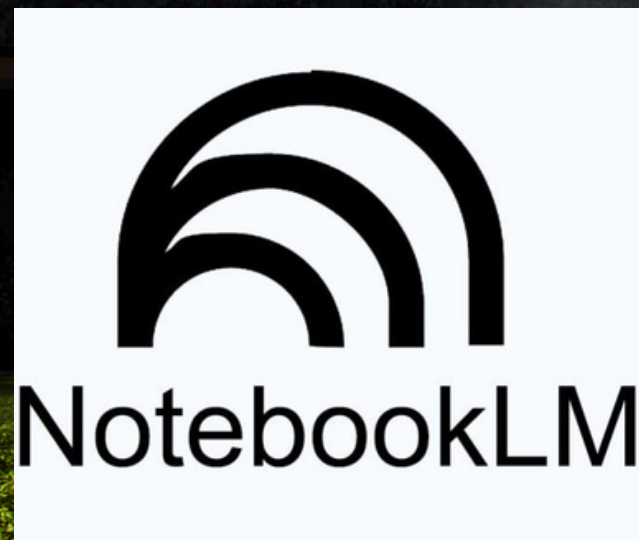
Artificial intelligence tools across Longview ISD function strictly as **supportive** assistants.

Systems never supersede the professional judgment, pedagogical values, and legal oversight of our specialized educators and campus administrators.



LET'S DO IT!

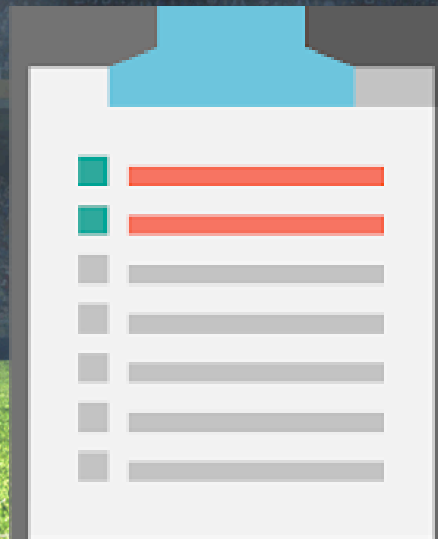
1. NotebookLM: The source of truth. Add your sources.
2. Create a Gemini Gem! (You can source your Notebook also!)
3. Practice, Share, and SCORE with your sharable Gem to email, embed, or post.



[Click Here](#) for TETL NbLM



[Click Here](#) for EDUGems



[AI Demo Materials](#)
from [Eric Curts](#)



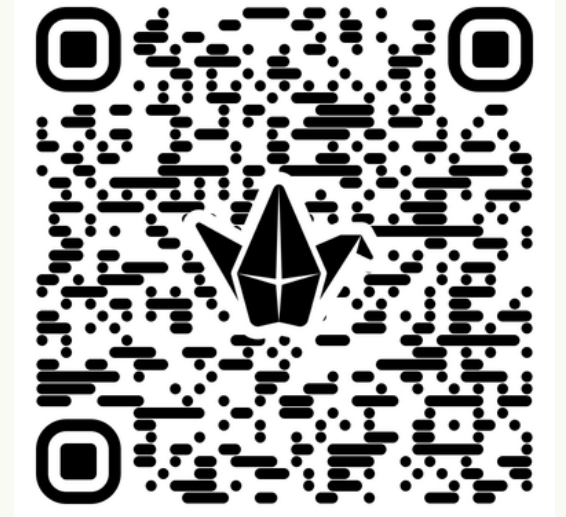
Conversation



Please share your feedback for our department.

Collaboration→

What have you found that works great for your district?



Connection

Anna Huntsinger

arue@lisd.org

@EDtechspiration on X

LinkedIn: www.linkedin.com/huntsinger-anna

Lead Instructional Technology Specialist

Longview ISD

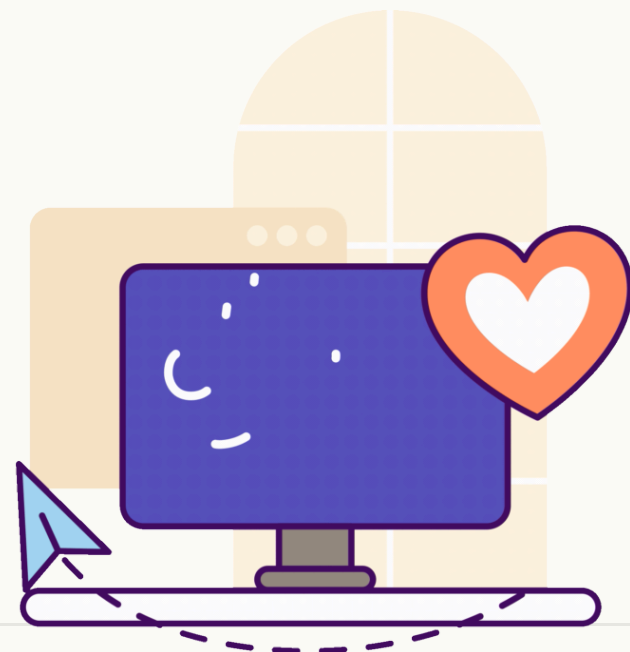


IMAGE SOURCES



<https://www.trafera.com/media/amasty/blog/cache/C/h/1280/720/ChromebookSecurity-hero.jpg>

Source: www.trafera.com



<https://www.eschoolnews.com/files/2025/06/AI-educators.jpeg>

Source: www.eschoolnews.com