

KIPP:Public Schools

NORTHERN CALIFORNIA

Gemini & NotebookLM Rollout Guide

GenAI at KIPP NorCal: Where We Are, Where We're Going & What's Guiding Us

As AI use expands¹, our ability to ensure compliance—and equitable access—must evolve in tandem. That's why we're launching free, FERPA-compliant access to Gemini and NotebookLM through our Workspace for Education accounts: to align innovation with integrity, and to equip every educator with tools that are not just powerful, but safe and scalable.

On June 30, 2025, Google announced a major shift: Gemini and NotebookLM are now free core services within Workspace for Education. This update provides all K–12 institutions—including KIPP Northern California—with access to enterprise-grade GenAI tools that meet the highest privacy and safety standards at no additional cost. These developments gave us a timely opportunity to pause, evaluate the landscape, and make deliberate, equity-driven choices about our long-term AI strategy.

Our decision to roll out the Gemini app and NotebookLM to all staff was anchored in three core values that shaped both *what* we chose and *why* we chose it.

 **Equity** was our starting point. We knew that safe opportunities to use generative AI should not be a privilege reserved for early adopters or those who can pay for premium accounts. By selecting tools that are free, compliant, and available to every staff member through their @kippnorcal.org account, we're ensuring universal access to high-quality resources—regardless of role, school, or budget.

 **Do One Thing Well** helped us resist the temptation to support a mix of disconnected tools and platforms. While staff preferences varied, we prioritized a unified, secure solution over fragmented experimentation. Rolling out a single, Google-integrated system ensures consistency, reduces risk, and creates a strong foundation for future growth.

 **Agency > Literacy** reminded us that simply teaching staff how to use AI isn't enough. The real goal is to build capacity to think critically about AI—when to trust it, when to challenge it, and how to align its use with instructional goals. Gemini and NotebookLM offer us a collective opportunity to learn how to help all staff not just *use* AI, but *use it wisely*.

¹ Generative AI is already reshaping how work gets done across our region. Over 56% of school-based staff and 43% of RSO staff have used GenAI with their KIPP email, with 159 “power users” averaging nearly three prompts per day. These power users span all roles—from teachers and leaders to special education, operations, and electives—underscoring that AI is no longer a fringe tool, but an embedded part of how our teams think, plan, and teach.

Together, these values ensured that our rollout plan wasn't just about access—it was about access with intention, impact, and integrity.

Launching August 1st

Tools Available to All Staff

Tool	What It Does	Access Method
Gemini App	Chat-style AI assistant	Web-based, via Workspace
NotebookLM	Research assistant for your own files	Web-based, staff-only (18+)

Note: These are limited, free versions — not embedded AI in Gmail, Docs, or Slides.

A Note on Google Classroom AI Tools

While Gemini and NotebookLM are fully supported and FERPA-compliant within KIPP NorCal's Workspace, most of the AI features currently embedded in Google Classroom—such as “Exemplar Generator” and “Differentiation Assistant”—were vetted for instructional quality and found to perform poorly and not in alignment with our policies and practices.

Please avoid these Classroom-integrated AI features until further notice. Staff should instead focus on using the **Gemini App** and **NotebookLM** directly through their Workspace accounts, where usage is monitored, compliant, and aligned with regional PD efforts. Updates will be provided once a full review of Classroom-integrated tools is complete. [Full review of the tools in Google classroom can be found here.](#)

Limitations of Free Staff Access to Gemini & NotebookLM

KIPP NorCal staff will receive access to the **free versions** of Gemini and NotebookLM via their @kippnorcal.org Google Workspace accounts. While these tools are compliant and capable, there are important **functional limitations** to be aware of:

Gemini App Limitations

- **Smaller context windows:** Users may be limited in how much background information (e.g., preloaded text or attached files) can be used to inform a single prompt.
- **Model fallback behavior:** Staff may briefly access higher-capability models like Gemini 2.5 Pro (with expanded reasoning), but once usage limits are hit, the system will **automatically revert** to the faster, lightweight Gemini 2.5 Flash model.
- No integration with Docs, Gmail, or Slides—Gemini is accessed only as a standalone web app.
- More detail from Google [here](#).

NotebookLM Limitations

- Staff without Gemini Education licenses will receive **NotebookLM Free**, which includes:
 - Up to **100 notebooks**
 - Up to **50 sources per notebook**, with each source capped at **500,000 words**
 - Daily usage limits of:
 - **50 chat queries**
 - **3 audio generations**
- More detail from Google [here](#).

What Staff Can (and Can't) Do With These Tools

Workspace-based Gemini and NotebookLM are governed by the same privacy protections as your Gmail or Drive account.

Before using Gemini or NotebookLM, it's critical that staff understand what types of information are safe to enter—and which are strictly off-limits. The **updated [Staff Data Privacy Policy \(July 2025\)](#)** outlines exactly how to classify information as **Public**, **Internal**, or **Confidential**, and provides clear guidance on where and how each type can be used in AI tools.

In short:

-  **Public** content is okay in any AI tool
-  **Internal** content is only safe in Workspace-based Gemini/NotebookLM
-  **Confidential** content must *never* be used in any AI tool—even KIPP-approved ones

Use this framework to guide your AI prompts and ensure we uphold the highest standards of student, staff, and organizational data privacy.

Classify Your Content Before Prompting AI

Data Type	Examples	Approved Use in AI Tools
 Public	Website text, PD flyers, public newsletters	 OK in Gemini/NotebookLM or even ChatGPT
 Internal	Meeting agendas, lesson plans, coaching docs	 Only use in Gemini/NotebookLM via Workspace

 Confidential	IEPs, grades, student info, HR docs	 Never in any AI tool — even Gemini/NotebookLM
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 Why @kippnorcal.org Access Matters

Not all AI tools are created equal when it comes to privacy and compliance. By accessing Gemini and NotebookLM through your KIPP NorCal Workspace account, you're using tools that come with enterprise-grade protections—similar to those already in place for Gmail, Docs, and Drive. This section breaks down how Workspace-linked tools differ from public or paid AI platforms, and why that difference matters.

Feature	Gemini/NotebookLM (via Workspace)	ChatGPT / Public AI
FERPA/COPPA Compliant	✓ Yes	✗ No
Admin Auditing via Vault	✓ Yes	✗ No
Data Used to Train Models	✗ Never	✓ Often
Age-Safe Filters	✓ For under-18s	✗ Variable
Google Workspace Integration	✓ Native	✗ None
Contractual Safeguards	✓ Covered by district DPA	⚠ Rarely, only w/ enterprise plans

 Gemini holds the [Common Sense Privacy Seal](#) and meets SOPIPA, CalECPA, and CCPA requirements.

 AI Literacy vs. AI Agency

We are not just rolling out tools—we are cultivating **AI agency** across our region. While basic **AI literacy** means staff know how to generate outputs using tools like Gemini (“I can prompt Gemini to write a lesson plan”), **AI agency** goes deeper: it’s the ability to critically evaluate those outputs, ask whether they align with our values and curriculum, and determine when they enhance instruction—or when they undermine it (“I can decide when that output aligns with our curriculum — or doesn’t”).

This distinction matters. Without agency, AI becomes a shortcut. With it, AI becomes a catalyst for stronger planning, deeper reflection, and better learning outcomes.

Building AI agency will require more than just access. It calls for:

- **Monthly updates and resources from our regional AI Taskforce** with new resources, use cases, and answers to common staff questions. These updates will be sent out in AP and SL Newsletters
- **Cultivation of school-based leadership:** Our human-centered approach to AI is being led by school-based leaders known as “Catalysts” who will be critical in scaling regionally aligned AI tools, such as CourseMojo. Catalysts will model strong practices, surface feedback, and build buy-in from the ground up. There is currently no formal catalyst role in place for Gemini or NotebookLM. This is due in part to the recent and unexpected announcement from Google. However, we will actively consider the development of a school-based catalyst model for these tools in the upcoming academic year.
- **Professional development** that deepens understanding beyond surface-level tutorials. You can check out the Intro to AI Landscape PD that was offered to all HS leaders [here](#).

By investing in agency, we ensure that AI serves as a tool for empowerment—not replacement—and supports our mission to deliver excellent, equitable instruction for all students.

What’s NOT Changing (Yet)

- **Do NOT activate Gemini or NotebookLM for students.** Student access requires additional safeguards and will be addressed in September. See [Updated Student and Staff AI Use Policy for further details](#)
- **Do NOT use AI tools with confidential information.** [See updated staff data policy for full details.](#)

Trouble Accessing Gemini or NotebookLM?

If you're unable to access Gemini or NotebookLM using your @kippnorcal.org account:

1. Ensure you are signed in with your KIPP Workspace account
2. Try opening the apps directly at:
 - <https://gemini.google.com>
 - <https://notebooklm.google.com>
3. If you still don’t have access, submit a help ticket at:
 - 👉 <https://support.kippnorcal.org/support/home>

Getting Support: Trouble Accessing Gemini or NotebookLM?

If you're unable to access Gemini or NotebookLM using your @kippnorcal.org account:

4. Ensure you are signed in with your KIPP Workspace account

5. Try opening the apps directly at:
 - <https://gemini.google.com>
 - <https://notebooklm.google.com>
6. If you still don't have access, submit a help ticket at:
<https://support.kippnorcal.org/support/home>



Resources to Support Staff

Type	Resource
Tool Access	Gemini App / NotebookLM / Full review of all Google Classroom AI Tools
Training	KIPP Intro to AI Landscape PD , Google AI Skillshop , Google's Launch Guide aiEDU.org , Introducing Generative AI for Educators (Grow with Google)
Responsible Use	Teaching Responsible AI Toolkit
Policy Reference	UPDATED: Student & Staff AI Use Policy , UPDATED: Staff Data Privacy Policy , Coming September 2025: Protocol for requesting Gemini app access for students