

Digital Learning & Innovation Team FAQs

DLI Overview	2
Where is DLI positioned in NYCPS?	2
What is DLI's mission?	2
How will DLI achieve this mission?	2
Why does this work matter?	2
Where can I find a list of the most up to date terminology as it relates to digital and AI literacy?	3
DLI Citywide Professional Learning	3
How can I explore all the citywide professional learning offerings that DLI is hosting?	3
Who can sign up for a DLI Citywide Professional Learning Programs?	3
Who does DLI partner with to create these professional learning offerings?	3
DLI District Points	4
What are the DLI District Points?	4
Who can sign up to be a District Points Member?	4
What are the goals of the District Points program?	4
How often do the District Points meet?	4
Requesting DLI Support	4
How can I request DLI's support if my district or school needs guidance or access to resources?	4
How can I request DLI's collaboration to support a new or existing project?	4
Who can I speak to if I have questions about my per session hours or CTLE.	5
Impact	5
How many educators has DLI's programs supported over the years?	5
What impact has DLI's programming had on NYCPS educators and leaders?	5
What do participants appreciate about DLI's programming?	5
What changes do participants voice as areas for improvement?	5
Digital & AI Literacy Terminology	6
What is Digital Literacy?	6
What is AI Literacy?	6
How can Digital Literacy and AI support high quality academic experiences?	6
What's the difference between adaptive learning and personalized learning?	6
Why is Digital and AI Literacy important?	6
What is blended learning and how is it connected to digital literacy?	6
What is generative AI and how is it connected to digital literacy?	7
Where can I find resources that dives into more AI & Digital Learning terminology?	7
Digital & AI Literacy Skills	7

What's the best way to prompt a gen AI tool?	7
Do NYCPS staff members have access to certain tools for free through the DOE?	7
How can I be sure that translation AI tools are using the right dialect?	7
How can I make sure the content I'm receiving from an AI or digital learning platform is accurate?	8
Where can you find the age restrictions for the AI tools?	8
Safety and Data Privacy	8
How does NYCPS ensure that the technology being used is safe for students and staff?	8
How do I ensure the tools I'm using are safe and approved?	8

DLI Overview

Where is DLI positioned in NYCPS?

DLI sits under the Office of Academics and Instruction which is led by the Division of School Leadership.

What is DLI's mission?

DLI is committed to reimagining education so that all students are future ready, by identifying digital tools and providing access to professional learning that builds the capacity of leaders and educators to use these tools to create high-quality academic experiences for all students.

How will DLI achieve this mission?

To enact this mission, DLI is leveraging technology to enhance teaching and learning for NYCPS. There are three key areas where DLI will focus our efforts for highest impact:

- Professional Learning to Build Capacity Amongst Educators and School Leaders: Connect school communities and leaders to high quality professional learning that focus on building capacity across AI & Digital Literacy. As a result, students will have access to high quality academic experiences and materials.
- Expand Flexible Learning Environments for Students: Provide students with greater choice and agency in how they engage in their learning by expanding models of flexible learning environments across NYC Public Schools.
- Foster Innovation and Elevate Best Practices System Wide: Share instructional methods, resources and emergent tools that embed technology and integrate digital learning experiences across all NYC Public Schools.

Why does this work matter?

Developing foundational AI literacy for educators and integrating digital and AI-powered tools into instruction is essential. Digital and AI powered tools have the potential to enhance learning experiences by personalizing learning, providing real-time feedback, and automating administrative tasks.

- Effective use of digital and AI powered tools can allow educators to focus more on teaching and making instructional decisions.
- Exposure to digital and AI powered tools prepare students for a future where AI is prevalent.
- Effective and thoughtful use of digital and AI powered tools can foster critical thinking and problem-solving skills, preparing students to be informed citizens and future innovators.

Where can I find a list of the most up to date terminology as it relates to digital and AI literacy?

Our [website](#) hosts a variety of resources that can be used by students, families, teachers, and leaders. You can find guides created by our DLI team, in addition to resources designed by our external industry experts. Materials have been organized into the following categories:

- DLI + Partner Created Resources
- Resources from Industry Experts
- Resources for Student Instruction
- Resources for Staff Professional Learning and Development

DLI Citywide Professional Learning

How can I explore all the citywide professional learning offerings that DLI is hosting?

You can find our full catalog of offerings on our [website](#). We update it regularly when new opportunities become available. If you don't see anything that fits your current schedule or PL needs, [please complete our interest form](#) to stay up to date for new offerings.

You can also find all of our previous programming on the [website](#) as well!

Who can sign up for a DLI Citywide Professional Learning Programs?

Anyone! Our citywide programs are open to all NYCPS educators, leaders, and coaches. There are no requirements for pre-existing knowledge or experience with Digital & AI literacy to join these programs.

Who does DLI partner with to create these professional learning offerings?

Our team has had the pleasure of working with industry leaders to create rigorous, relevant, and high-quality professional learning experiences. We leverage different partners based on the specific learning objectives for a series or program, to ensure the content is co-designed by experts. Some examples of these partnerships include: ISTE, AI for Education, Harvard Graduate School of Education, BrainPOP, Adobe, and [so many more!](#)

DLI District Points

What are the DLI District Points?

The goal of being a Digital Learning and Innovation (DLI) District Points member is to build district relationships, increase awareness of digital and AI literacy, provide professional learning, and pilot AI initiatives from DLI. As a member, you gain exclusive access to the latest workshops and DLI initiatives. This role also allows you to engage with a community of like-minded professionals across New York City districts and provide valuable input on future DLI offerings. This ensures that the benefits of technological advancements are accessible and impactful within the educational community, aligning with NYCPS' commitment to reimagining education for future readiness.

Who can sign up to be a District Points Member?

District Points must be a member of one of our 45 district teams. They are responsible to turnkey the information and resources shared during the meetings. We encourage more than one district team member to join so that districts can build capacity. You can [sign up with our registration form](#).

What are the goals of the District Points program?

District Points aims to:

- Enhance awareness of quality instructional resources and edtech practices
- Promote professional development for technology integration aligned with DCEPs
- Create innovative communities of practice to address district-specific needs
- Develop expertise in implementing personalized learning environment

How often do the District Points meet?

District Points meetings are hosted once a month. They typically take place virtually on Wednesdays, between 10AM - 12 PM. However, occasionally we host in-person meetings for topics that require deeper learning or benefit from in-person collaboration.

Requesting DLI Support

How can I request DLI's support if my district or school needs guidance or access to resources?

We have a small but mighty team, and do our best to support the needs of our NYCPS community. If you need support with training, resources, or access to AI tools please complete this [intake form](#). Make sure to select "Support Request". Our team will evaluate your submission and assess the best way to support you!

How can I request DLI's collaboration to support a new or existing project?

DLI believes in the power of collaboration and its ability to yield strong and positive impact. If you or your team have a project related to AI or Digital Literacy, and would like to collaborate with DLI, please

complete this [intake form](#). Make sure to select “Project Collaboration Request” and our team will evaluate your submission and assess the best way to support you!

Who can I speak to if I have questions about my per session hours or CTLE.

If you’ve completed a DLI program that offers per session or CTLE, please send an inquiry to our DLI inbox (digitallearninginitiative@schools.nyc.gov) and a member of our team will get back to you as soon as possible.

Impact

How many educators has DLI’s programs supported over the years?

Since our founding in 2022 we have reached over 10,000 NYCPS members. In SY 2023-24, DLI offered a wide range of virtual, in-person, asynchronous (self-paced), and hybrid professional learning experiences to over 2,400 educators, district administrators, school leaders, and students.

What impact has DLI’s programming had on NYCPS educators and leaders?

Across all programs, participants rated their experiences highly, with satisfaction rates ranging from 93% to 100%. Although the programs varied in format, location, and goals they were all consistently described as very effective or effective.

By the end of each program, there was a marked increase in participants' self-reported knowledge. For example, knowledge of topics covered in various AI and digital learning programs increased significantly, from baseline levels of 0% to 22% to post-program levels of 43% to 72%. You can check out more information in our [SY 22-23 Impact Deck](#) & [SY 23-24 Impact Deck](#).

What do participants appreciate about DLI’s programming?

Primarily, educators and school leaders appreciated the hands-on approach to the programs. They shared that the active engagement model provided the opportunity to explore new tools and methodologies. Participants praised the professional learning sessions that centered on collaboration and interactive elements.

What changes do participants voice as areas for improvement?

There was a common desire for more depth within professional learning sessions by integrating longer sessions with deep dives into specific topics and more frequent follow-ups. Participants requested sessions on the ethical use of AI, bias within digital technologies, more classroom applications across different subject areas, and leveraging these skills to support grade-level-specific instructional design.

Digital & AI Literacy Terminology

What is Digital Literacy?

Digital Literacy: The ability to use information and communication technologies to find, analyze, evaluate, create, and communicate information, requiring both cognitive and technical skills.

What is AI Literacy?

AI Literacy: A collection of skills and knowledge that a person needs to understand, use, and critically evaluate artificial intelligence.

How can Digital Literacy and AI support high quality academic experiences?

Digital literacy and AI can enhance academic experiences by enabling personalized and adaptive learning, where AI tailors content to individual student needs, helping them learn at their own pace. This fosters more engaging, efficient, and accessible learning environments, empowering students to take ownership of their education.

What's the difference between adaptive learning and personalized learning?

Personalized Learning: Educational strategies that tailor instruction to individual students' needs, preferences, and interests. Personalized learning plans might include project-based activities, self-paced learning modules, and opportunities for students to pursue their unique interests.

Adaptive Learning: A more specific subset of personalized learning that relies on technology to adjust the difficulty and style of educational content in real-time, based on the learner's performance. Adaptive learning systems use algorithms and data analytics to continuously assess students' understanding and provide tailored feedback and resources to help them progress.

Why is Digital and AI Literacy important?

It's critical to invest in deepening our understanding of Digital and AI literacy because it will allow us to assess and bridge digital divides that promote inequities in our school systems.

Digital Access: All students have access to high speed internet, modern computing devices, high quality content (HQIM)

Digital Use: All students use technology to explore, create, and engage in critical analysis of academic content and knowledge.

Digital Design: All students have educators with the capacity to design transformative learning experiences enabled by technology.

What is blended learning and how is it connected to digital literacy?

Blended Learning: An educational methodology that blends online or digital components with face-to-face instruction.

In order to effectively engage in blended learning, students must develop digital literacy skills to navigate digital tools, platforms, and resources.

What is generative AI and how is it connected to digital literacy?

Generative AI: Creates new content, such as text, images, or other media by using information provided in a prompt. For example, using Microsoft Copilot to generate different writing prompts for students, each tailored to their individual reading level and interests.

Generative AI requires a strong foundational knowledge of digital literacy. As a result, students will be able to use AI tools to enhance content, critically evaluate data, and engage responsibly with AI-generated content. When equipped with the necessary skills and literacies, these tools support hands-on learning, make complex concepts more accessible and empower learners to navigate the digital world effectively.

Where can I find resources that dives into more AI & Digital Learning terminology?

Here's a great [one-pager](#) that you can use to deepen your understanding of these terms. You can also find more resources on our [website](#)!

Digital & AI Literacy Skills

What's the best way to prompt a gen AI tool?

There are five prompt-writing building blocks. Remember them by thinking of the "parts" of a prompt:

- Persona: Identify your role.
- Aim: State your objective.
- Recipients: Specify the audience.
- Theme: Describe the style, tone, and any related parameters.
- Structure: Note the desired format of the output.

Source: [Generative AI for Educators Course](#)

Do NYCPS staff members have access to certain tools for free through the DOE?

Yes! [Here](#) you can find a list of ERMA approved tools and platforms that all NYCPS can use. The ones that are free to NYCPS staff members have been indicated as such.

How can I be sure that translation AI tools are using the right dialect?

When using translation tools try to narrow down the dialect to region and reading level, so that the information is correctly translated. If the tool you're using doesn't have that feature then take the translated materials and double check it with a gen AI tool, such as [Copilot](#).

How can I make sure the content I'm receiving from an AI or digital learning platform is accurate?

It's important to always check any content that's been generated by AI or enhanced by digital tools. We call this Human-in-the-loop, which means that in order to ethically and effectively use AI humans must be actively involved in the process of training and implementation of these tools. So always review your content to ensure responsible use.

Where can you find the age restrictions for the AI tools?

Typically you can find the recommended and legal age restrictions for AI and digital tools on their website. It can be found under their "About Us" section but if that's still not helpful, you can use co-pilot to try and find the answer.

Safety and Data Privacy

How does NYCPS ensure that the technology being used is safe for students and staff?

NYCPS uses a system called ERMA (The Enterprise Request Management Application) to ensure the applications are safe to use in a K-12 environment and identify which third-party software can be used at school or central locations.

How do I ensure the tools I'm using are safe and approved?

Before using any tool or platform, check to see if it has gone through the ERMA process and been approved. ERMA is located in the DIIT's [Ed Tech Portal](#).

Compliance Statuses:

- Completed = Safe and Ready to be used
- In Progress = Under review, do not use yet. Check back again later
- Noncompliant = It did not meet NYCPS standards and is not safe. Should not be used.