Norfolk Public Schools AI Guidance

Comprehensive guidelines for the responsible implementation and use of Generative Artificial Intelligence (Gen-AI) technologies throughout Norfolk Public Schools.

Supporting academic excellence, enabling personalized instruction, and preparing students for a technology-driven workforce while ensuring equitable access to AI tools across all school communities.

Norfolk Public Schools
The cornerstone of a proudly diverse community

Our AI Journey: Introduction and Vision

Norfolk Public Schools' AI journey began with a commitment to equitable access, academic excellence, and preparing students for a rapidly evolving digital world. We believe AI should empower, not replace, human learning, creativity, and collaboration.

This guide reflects our long-term vision: to build a people-first, AI-enhanced district where all stakeholders: students, staff, families, and community partners, are equipped to navigate the age of artificial intelligence with integrity, purpose, and confidence.

To explore our full story and how it aligns with the NPS Strategic Plan, visit: **www.npsk12.com/artificialintelligence**

Purpose

1 **Support Academic Achievement**

Enhance academic achievement through instructional personalization and workforce readiness initiatives that prepare students for success in an AI-integrated world.

2 **Promote Equitable Access**

Ensure equitable access to AI tools and resources that support diverse learning needs and eliminate barriers to educational opportunity.

3 **Clarify Roles and Responsibilities**

Define clear roles and responsibilities for all stakeholders, including students, educators, staff, and vendors, to ensure effective implementation and accountability.

4 **Establish Ethical Boundaries**

Establish comprehensive ethical guidelines for the appropriate use of AI tools in educational settings, operations, and communications.
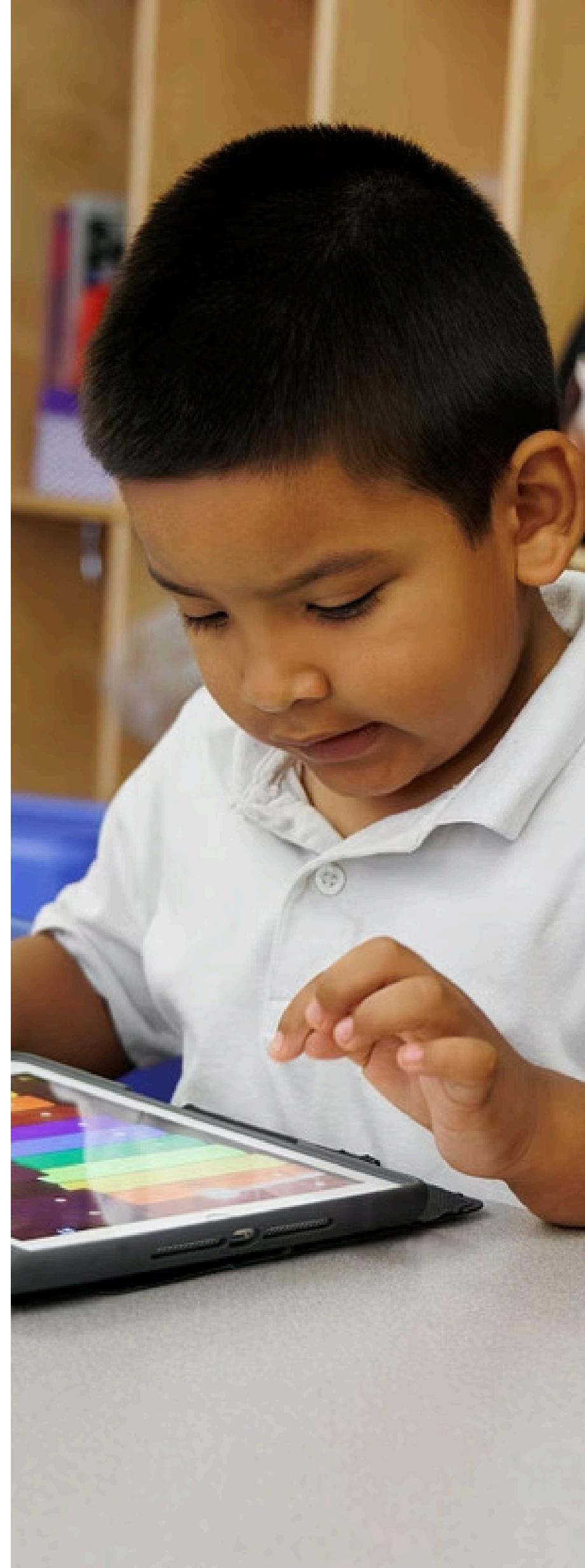
5 **Strengthen Data Privacy**

Reinforce data privacy protections, security protocols, and compliance with federal and state regulations governing educational technology.

6 **Reinforce Academic Integrity**

Uphold academic integrity standards and preserve human agency within an AI-enhanced educational environment.

This guidance framework is designed to be dynamic and responsive, evolving alongside technological advances, pedagogical innovations, and community needs. It represents Norfolk Public Schools' unwavering commitment to fostering a future-ready learning environment that exemplifies our foundational values of equity, excellence, and integrity.

Scope

This guidance framework applies comprehensively to all Norfolk Public Schools stakeholders, including students, teachers, administrators, staff members, and third-party vendors who utilize artificial intelligence tools within the district's educational ecosystem.

The scope encompasses all applications of AI technology across instructional delivery, operational processes, communications, assessment practices, content development, and administrative functions.

All AI implementation must maintain strict compliance with:

- Federal and state regulatory requirements (FERPA, COPPA, ADA, CIPA)
- Web Content Accessibility Guidelines (WCAG 2.1) and accessibility standards
- District policies governing data privacy protection, student conduct expectations, academic integrity standards, and acceptable technology use protocols

Guiding Principles for Use of AI at NPS

Equity and Access

All students must have equitable opportunities to access and benefit from GenAI tools, with specific supports for students with disabilities, multilingual learners, and underrepresented groups.

Ethical and Responsible Use

AI tools must be used transparently, with proper citation and full disclosure. Misuse, including plagiarism or reliance on unapproved tools, is prohibited.

Human-Centered Learning

AI supports-not replaces-student thinking, teacher expertise, and human connection. NPS affirms the VDOE principle of 'Do No Harm,' ensuring that AI augments, not substitutes, core human-driven instruction, judgment, and ethics.

Transparency and Trust

Students, families, and staff will be informed of how AI is used. NPS will engage the community in regular updates, feedback, and evaluation.

Data Privacy and Security

No personally identifiable information (PII) may be entered into consumer AI systems. Only NPS-approved tools may be used for instruction or operations.

Continuous Learning and Innovation

Staff and students will receive ongoing training to build AI literacy, recognize bias, and critically assess AI-generated content.

Additional Guiding Principles

Digital Citizenship and AI Ethics Instruction

Students must complete foundational digital citizenship and AI ethics instruction prior to independent use of GenAI tools, in compliance with CIPA and VDOE Internet Safety requirements.

Review and Accountability

All AI tools and practices will be reviewed annually for compliance, relevance, equity, and instructional value.

Responsible Use of AI Tools

Responsible AI utilization is context-dependent and varies according to specific assignments and user roles. All Norfolk Public Schools staff and students are required to:

Utilize AI tools exclusively within the parameters established for each specific assignment or professional task.

Provide transparent disclosure of AI assistance on all academic assignments and professional deliverables.

Critically evaluate all AI-generated content for potential bias, factual inaccuracies, and appropriateness of tone.

Strictly prohibit the input of sensitive data or personally identifiable information (PII) into AI systems.

Complete training on ethical AI use, data bias, and responsible prompt engineering.

Assess AI-generated content for equity of representation and cultural inclusivity.

These requirements align with VDOE AI Guidelines and Internet Safety Model Policy requirements for bias awareness and integrity.

Educators will provide explicit guidelines regarding the acceptable scope of AI utilization for each assignment. Students are expected to seek clarification from their instructors when uncertain about permitted AI use.

Student Learning

Appropriate AI use supports creativity, comprehension, and differentiated instruction:

Brainstorming or outlining writing assignments.	Translating content for multilingual learners.
Receiving text-to-speech or speech-to-text accommodations.	Reviewing key concepts or practicing vocabulary.

AI should Empower student learning and effort by enhancing, not supplanting.

Digital Wellness & AI Use

Ensuring AI integration enhances student learning while maintaining digital wellness.

Developmentally Appropriate AI Use

AI use in student learning should be developmentally appropriate and aligned to instructional maturity.

K–5 Students

Younger students should use AI with direct teacher guidance and limited functionality (e.g., text-to-speech).

Middle & High School Students

May engage in higher levels of co-creation with explicit instruction and disclosure.

Screen Time Balance

Staff will consider total screen time exposure when planning AI-based activities, especially in elementary settings.

Preserving Core Learning

AI tools must not displace hands-on learning, physical movement, or face-to-face social interaction.

Teacher Support

AI tools empower educators to enhance their instructional practice and streamline professional responsibilities while maintaining human oversight and pedagogical expertise.

Lesson Planning & Differentiation

Design differentiated lessons, activities, and accommodations that meet diverse learning needs and support various skill levels across all student populations.

Assessment Development

Create, modify, and refine assessments, rubrics, and evaluation tools that align with learning objectives and curriculum standards.

Feedback & Communication

Generate meaningful, personalized feedback on student work and facilitate enhanced communication with students and families.

Resource Creation

Develop instructional materials, practice activities, and supplementary resources tailored to specific curriculum requirements and student needs.

Teachers retain full responsibility for all instructional decisions, student assessment, and classroom management. AI serves as a supportive tool to enhance, not replace, professional judgment and educational expertise.

School Management and Operations

AI tools may be utilized to enhance administrative efficiency and strengthen communication across the school division, including:

Communication

Drafting professional newsletters, policy updates, and internal communications to stakeholders.

Translation

Facilitating translation services and summarization of district policies and procedures.

Data Analysis

Supporting comprehensive data visualization and educational performance analysis initiatives.

All administrative personnel must ensure that AI tools utilized comply with Norfolk Public Schools' privacy policies, security protocols, and accessibility standards before implementation.

Prohibited Use of AI Tools

Student Learning

- Submitting AI-generated work as original without disclosure.
- Using AI tools during assessments without permission.
- Misusing AI to create inappropriate content.

Teacher Support

- Using AI to make grading decisions without review.
- Entering student data into unapproved AI tools.

School Management and Operations

- Using AI for surveillance or behavioral profiling.
- Sharing protected information with AI tools lacking data agreements.

Advancing Academic Integrity

All AI tool usage must strictly adhere to the Norfolk Public Schools Academic Integrity Policy.

All reviews will include a VDOE alignment check based on the most recent Internet Safety and AI Integration Guidelines. This annual review is required by SB905 and tied to VDOE policy.

Student Expectations

- Produce original work and transparently disclose AI assistance.
- Utilize AI tools ethically and within specific assignment guidelines.

Staff Response

Staff will implement the tiered Academic Integrity Escalation Process for instances of AI misuse, emphasizing preventative education and restorative practices.

Family Guidance for AI at Home

Norfolk Public Schools encourages families to actively participate in fostering responsible AI use at home, aligning with Virginia Department of Education (VDOE) guidelines. By working together, we can ensure students leverage these powerful tools for enhanced learning while upholding academic integrity.

Supervise Generative AI Tool Usage

Engage with your child to understand how they are using GenAI tools. Discuss the appropriate contexts for their use and encourage open dialogue about the capabilities and limitations of these technologies.
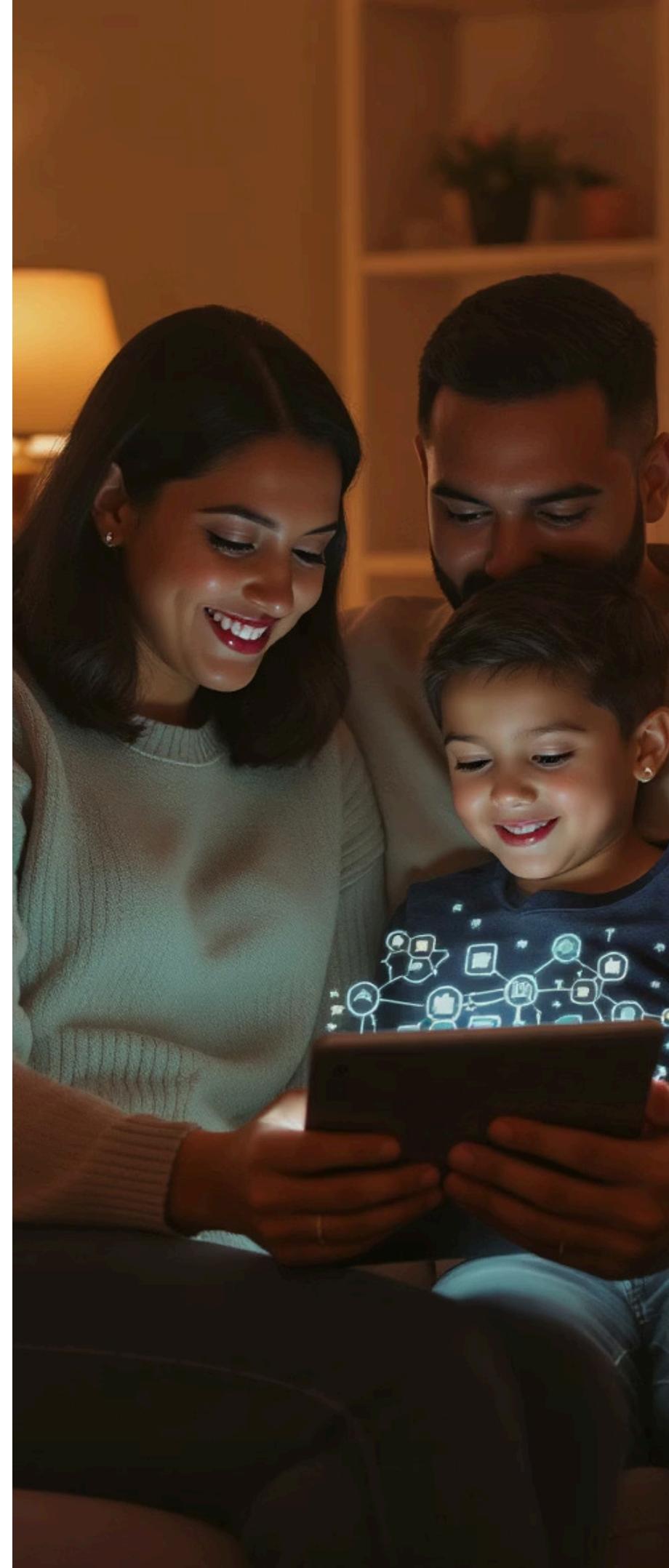
Reinforce the Importance of Original Work

Emphasize that AI tools are aids, not replacements for critical thinking, effort, and original thought. Encourage students to use AI to brainstorm, research, or refine ideas, but always to produce their own unique content.

Support Learning, Don't Replace It

Guide your child to use AI tools as supplementary resources for learning and skill development. For instance, AI can help explain complex concepts or generate practice problems, rather than simply providing answers or completing assignments for them.

Communication and Outreach Resources

Norfolk Public Schools is committed to providing comprehensive resources to help families understand and navigate the responsible use of AI tools, both within and beyond the classroom. These resources are designed to foster open dialogue and ensure students leverage these powerful technologies effectively and ethically.

Tips for supervising student AI use

Suggested do's and don'ts at home

Guidance on reinforcing academic integrity

Conversation starters about AI bias, privacy, and safety

This resource helps families understand how students can use AI tools responsibly beyond school, ensuring a consistent approach to technology education.

(i) Need Additional Support?

For any questions or further assistance regarding AI-related topics, please feel free to contact us:

Phone: 757-628-3900

Email: Helpdesk@nps.k12.va.us

Security, Privacy, and Safety

Compliance Requirements

All GenAI use must comply with:

- FERPA, COPPA, ADA, CIPA
- NPS's Data Governance and Security Plans
- Accessibility standards (e.g., WCAG 2.1)

Prohibited Actions

NPS prohibits:

- Sharing PII with consumer AI tools.
- Using AI tools that have not undergone district review.

Annual audits and vendor reviews are conducted to ensure compliance.

CYBERSACHOUR
DATA PRIVACY OF DIGITAL CLASSROOM

DATA PRIVACY AND
ONLINE SAFETY

Authorized AI Tools and Review

Authorized AI Tools at NPS

- Chat-GPT for Education
- Magic School AI
- Microsoft Copilot (Staff Only)
- Canva for Education
- Grammarly (Education Edition)
- Khanmigo (Pilot)
- QuillBot (Paraphrasing Support)

Use of any AI tools not listed here requires approval from the Division AI Leadership Team.

Review Process

This guidance will be reviewed annually by the Division AI Leadership Team, with feedback from teachers, families, and students. All policies, tools, and practices will be revised based on:

- Tool performance and equity metrics
- Community feedback
- Changes in law or technology

For more information, visit: **www.npsk12.com/ai** or contact **Helpdesk@nps.k12.va.us**

Norfolk Public Schools AI Implementation Toolkit (2025-2026)

Policy & Governance

- [Acceptable Use Policy](#)
- [NORFOLK PUBLIC SCHOOLS AI SB Policy](#)
- [Process for Including Legal with Policies or Issues Related to Generative AI](#)

Academic Integrity & Student Ethics

- [Statement of Original Work](#)
- [NPS Detailed Escalation Process for Academic Integrity Issues Related to AI Use](#)
- [AI Pathways](#)

Professional Development Resources

- [Teachers ' best practices for incorporating AI in the Classroom](#)
- [Tool to Help Teachers Evaluate Tools with Generative AI](#)

Accessibility, Privacy, and Security

- Accessibility Plan (work in progress)
- [NPS Data Governance Plan](#)
- [NPS Security Plan](#)

Communication and Outreach

- [NPS Website Update](#)
- Parent/guardian letters and sample announcements (work in progress)

Vendor and Tool Vetting

- [NPS Vendor Letter Gen AI](#)
- [NPS Generative AI Vendor Evaluation Rubric](#)