Gemini for Education Workshop

August 10, 2026

Understanding Gemini in Education

Why should we use Gemini instead of ChatGPT or other AI platforms?
Gemini for Education operates as a "closed system," ensuring school data remains within institutional boundaries. Student and teacher prompts, uploaded files, and AI outputs are never used to train Google's public models, and human reviewers do not have access to this data.

How does using Gemini affect records retention?
Gemini data is stored consistently with other Google Workspace tools used by the district. This allows for centralized oversight and recall if necessary, whereas other platforms often leave records retention to the responsibility of individual users.

What is the "Human → AI → Human" principle?
This principle emphasizes keeping a "human in the loop." Users must verify the accuracy of AI-generated results, as the system can occasionally "hallucinate" or provide plausible-sounding but incorrect information.

How to Use Gemini

Accessing the Platform

- Locate the Gemini icon within your Google Workspace.
    - Access it via the App Launcher (Waffle) or by visiting gemini.google.com.

Getting Started with Prompting

Think of an opening prompt as the first sentence in a professional conversation.

- You can ask questions, provide specific instructions, or include examples to establish context. Unlike traditional search engines that provide links, Gemini generates direct, conversational answers.
- Refine outputs by asking follow-up questions or requesting modifications. You can also rate responses with a thumbs up or down to help improve future performance.
- While the features are intuitive for beginners, the key to streamlining your workflow lies in mastering effective prompt engineering.

Practice Exercises

1. Copy and Paste this prompt into Gemini: “Tell me about data security in schools?”
2. Copy and Paste this prompt into Gemini: "Act as a school IT director. What cybersecurity measures should a school district have in place to protect sensitive student and staff data from breaches?"
3. Copy and Paste this prompt into Gemini: "Act as a Chief Information Security Officer (CISO) specializing in K-12 education. Analyze the core cybersecurity measures required to protect sensitive student and staff data from external breaches and insider threats. Structure your response using markdown headers for these three categories: Technical Controls, Administrative Policies, and Incident Response. Under each category, provide a bulleted list of specific protocols (e.g., MFA, encryption, access controls) and include a brief, one-sentence explanation of why each is critical for asset protection. Keep the tone professional, objective, and highly actionable for school board members."

Additional Resources

4. Google Vids
5. NotebookLM

If you would like to learn more about those tools; please contact the Director of LISD for a learning session.

This document was created in collaboration with Google Gemini