

Launch Gemini for Education and NotebookLM at your K-12 institution

Everything you need to activate, inspire, and grow
Gemini and NotebookLM use in your community.





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 For Google Workspace for Education customers: Admin controls and visibility	02
 For non-Google Workspace for Education customers: Gemini for Education setup	03
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Recommendations and tips

What is this kit?

This kit is designed to equip you with the resources you need to effectively understand and communicate the value of Gemini within your school community. Gemini offers powerful capabilities that can enhance teaching, learning, and administrative tasks.

Some tips:

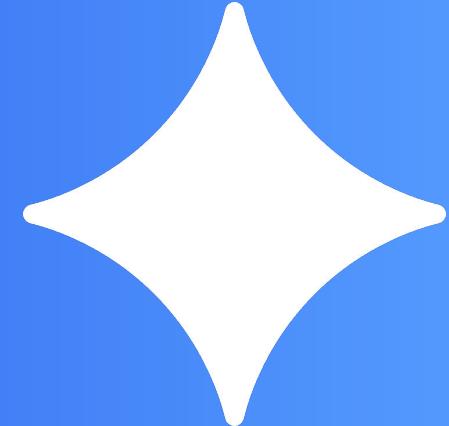
- **Start with the basics:** Begin by reviewing the introductory materials to establish a foundational understanding of Gemini
- **Focus on relevance:** Identify the sections and information that are most pertinent to your specific needs and priorities
- **Engage with the resources:** Explore the various materials provided, such as talking points, potential use cases, and FAQs
- **Adapt and customize:** Feel free to tailor the content to resonate with your institution's unique context and audience
- **Stay updated:** Regularly check for new materials and updates to ensure you have the latest information



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01.

Google's generative AI tools for education



Empower your entire community with secure generative AI

Enhance any Google Workspace edition with the premium capabilities of Google AI Pro for Education

Free of charge

- Gemini for Education
- NotebookLM
- Gemini in Workspace
Classroom, Gmail*, and Workspace Studio

Education Plus

- Gemini for Education
- NotebookLM
- Gemini in Workspace*
Classroom, Workspace Studio, Docs, Sheets, Slides, Forms, and Vids

Google AI Pro for Education

- Gemini for Education
Expanded access to premium models and features
- NotebookLM
Expanded access to premium models and features
- Gemini in Workspace
Full access in Classroom, Workspace Studio, Docs, Sheets, Slides, Forms, Vids Gmail, Drive, Meet, and Chat

*coming soon

Empower your entire education community with secure, free-of-charge generative AI tools

Generate and share market insights
Reach out for fundraising
Find inspiration for your new logo
Research business opportunities

Hello, Megan.
Gemini for Cymbal Academy

Enter a prompt for Gemini

Gemini for Education

Plan lessons, differentiate learning materials, summarize content, and more at gemini.google.com.

Science in motion

Sources Chat Studio > Note

Select all sources Action and Reaction Help me transform some ideas for a paper for my class.

Action and Reaction Motion is a kinematics concept in physics that describes the change in position of an object over time. Objects can be at rest or in motion, and their motion can be described in terms of speed, direction, and velocity. Velocity is the rate of change of position with respect to time. It takes into account both speed and direction. Acceleration, on the other hand, is the rate of change of velocity with respect to time. Newton's laws of motion provide a framework for understanding motion. The first law states that an object at rest will stay at rest, and an object in motion will stay in motion at a constant speed and in a straight line unless acted upon by an external force.

Balanced and Unbalanced ds Understanding Speed, Velocity, and Acceleration

Simple Machines Make Work Easier... Motion is a kinematics concept in physics that describes the change in position of an object over time. Objects can be at rest or in motion, and their motion can be described in terms of speed, direction, and velocity. Velocity is the rate of change of position with respect to time. It takes into account both speed and direction. Acceleration, on the other hand, is the rate of change of velocity with respect to time. Newton's laws of motion provide a framework for understanding motion. The first law states that an object at rest will stay at rest, and an object in motion will stay in motion at a constant speed and in a straight line unless acted upon by an external force.

Momentum Basics: Investigating D... Motion is a kinematics concept in physics that describes the change in position of an object over time. Objects can be at rest or in motion, and their motion can be described in terms of speed, direction, and velocity. Velocity is the rate of change of position with respect to time. It takes into account both speed and direction. Acceleration, on the other hand, is the rate of change of velocity with respect to time. Newton's laws of motion provide a framework for understanding motion. The first law states that an object at rest will stay at rest, and an object in motion will stay in motion at a constant speed and in a straight line unless acted upon by an external force.

Newton's Three Law... Motion is a kinematics concept in physics that describes the change in position of an object over time. Objects can be at rest or in motion, and their motion can be described in terms of speed, direction, and velocity. Velocity is the rate of change of position with respect to time. It takes into account both speed and direction. Acceleration, on the other hand, is the rate of change of velocity with respect to time. Newton's laws of motion provide a framework for understanding motion. The first law states that an object at rest will stay at rest, and an object in motion will stay in motion at a constant speed and in a straight line unless acted upon by an external force.

Momentum Basics: Investigating I... Motion is a kinematics concept in physics that describes the change in position of an object over time. Objects can be at rest or in motion, and their motion can be described in terms of speed, direction, and velocity. Velocity is the rate of change of position with respect to time. It takes into account both speed and direction. Acceleration, on the other hand, is the rate of change of velocity with respect to time. Newton's laws of motion provide a framework for understanding motion. The first law states that an object at rest will stay at rest, and an object in motion will stay in motion at a constant speed and in a straight line unless acted upon by an external force.

How do Newton's three laws of motion relate to your physical experience?

What are some famous physics experiments?

Enter a question or make a request.

NotebookLM

Understand anything with AI that's grounded only in the information you provide at notebooklm.google.com.

Classroom > Gemini

Google AI tools for educators

Generate content and resources with help from Gemini

Outline a lesson plan Generate a presentation Generate a quiz Re-level text

Create or convert a rubric Brainstorm real world examples Brainstorm project ideas Craft engaging discussion prompts

Generate differentiation strategies Gamify an activity Draft an exemplar & non-exemplar Write an informational text

Create DOK questions on a topic Generate text-dependent questions Build a choice board Create a vocabulary list

Gemini in Google Workspace

Access Gemini in Classroom and Workspace Studio at no cost. Upgrade to access Gemini in Docs, Sheets, Slides, and more.

Core Services with enterprise-grade data protection: Data isn't reviewed or used to train AI models.

6 things you should know about Gemini for Education and NotebookLM

Offer your entire community **best-in-class AI built for education**



Free of charge

Included in all Google Workspace for Education editions, making it more accessible to educators and students around the world.



Grounded in learning science

Gemini 3 Pro is infused with LearnLM, a family of models and capabilities fine-tuned for learning and rooted in learning science principles.



Default access to our premium AI models

Gemini 3 Pro is our most intelligent model, leading across many benchmarks*, and it is the best model in the world for multimodal understanding.

Ensure your **users' data is protected** and admins are in control



Private and secure

Core Services are covered under your Workspace for Education terms. Your chats are not reviewed by human reviewers or otherwise used to improve generative AI models.



Safer experience for students

Students under 18 get a distinct product experience with extra guardrails and AI literacy resources.



Admin control and visibility

Manage access to Gemini and get visibility into usage with Google Admin console and Vault.

*Source: [Google DeepMind](#), November 2025.

Transform how you teach, learn, and work with Gemini for Education

→ What is the Gemini app?

- Gemini is a generative AI tool that can be your AI assistant for education. With Gemini, educators can save time planning, create captivating learning experiences, and get fresh ideas. Students can deepen their understanding with in-the-moment assistance, personalized practice materials, and real-time feedback.

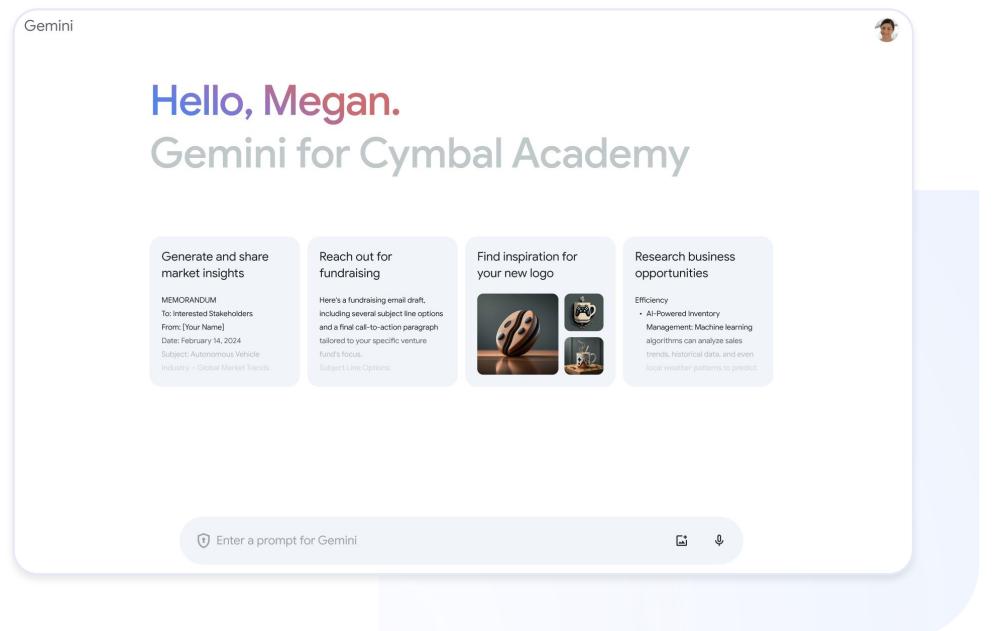
→ How to start using it:

- Ensure the Gemini app is turned on for students, faculty, and staff in Google Admin console.
- Sign in to your Google Workspace for Education account.
- Start chatting at gemini.google.com or in the Gemini mobile app.

 [View use cases](#)

 [Gemini webpage](#)

 [Gemini one pager](#)



Understand anything with NotebookLM

→ What is NotebookLM?

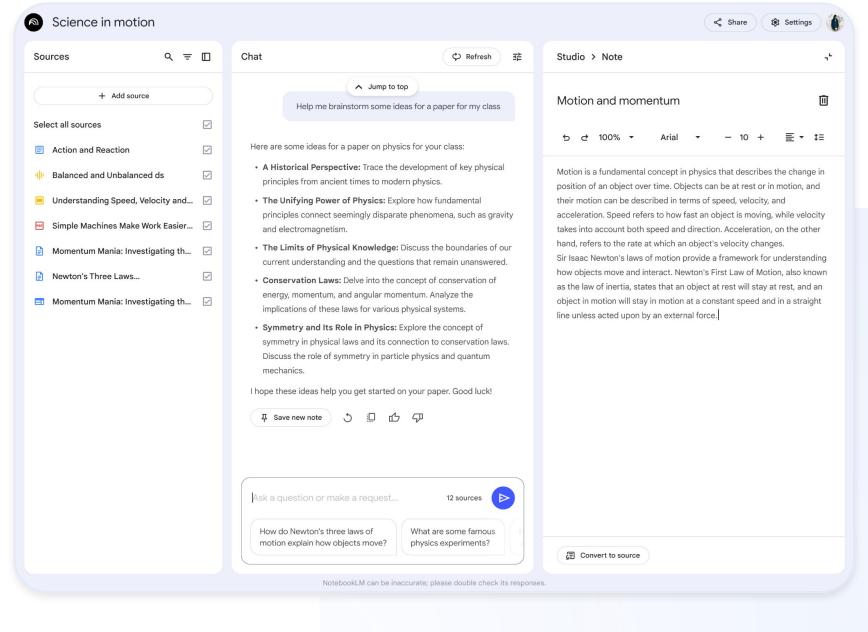
- NotebookLM is your personal AI-powered research and thinking partner, grounded only in the information you provide. Upload your sources and NotebookLM instantly becomes an expert in them.

→ How to start using it:

- Ensure NotebookLM is turned on for students, faculty, and staff in Google Admin console.
- Sign in to your Google Workspace for Education account.
- Visit notebooklm.google.com or open the NotebookLM mobile app.

 [View use cases](#)

 [NotebookLM one pager](#)



The screenshot displays the NotebookLM application interface. The top navigation bar includes 'Share' and 'Settings' buttons. The main area is divided into several sections:

- Sources:** A sidebar listing various physics-related sources such as "Action and Reaction", "Balanced and Unbalanced ds", "Understanding Speed, Velocity and...", "Simple Machines Make Work Easier...", "Momentum Mania: Investigating th...", "Newton's Three Laws...", and "Momentum Mania: Investigating th...".
- Chat:** A section titled "Science in motion" with a message from the AI: "Help me brainstorm some ideas for a paper for my class". Below this, a list of ideas is provided:
 - **A Historical Perspective:** Trace the development of key physical principles from ancient times to modern physics.
 - **The Unifying Power of Physics:** Explore how fundamental principles connect seemingly disparate phenomena, such as gravity and electromagnetism.
 - **The Limits of Physical Knowledge:** Discuss the boundaries of our current understanding and the questions that remain unanswered.
 - **Conservation Laws:** Delve into the concept of conservation of energy, momentum, and angular momentum. Analyze the implications of these laws for various physical systems.
 - **Symmetry and Its Role in Physics:** Explore the concept of symmetry in physical laws and its connection to conservation laws. Discuss the role of symmetry in particle physics and quantum mechanics.
- Studio > Note:** A note titled "Motion and momentum" is shown, containing text about motion as a fundamental concept in physics. It also includes a "Save new note" button and a "Convert to source" button.

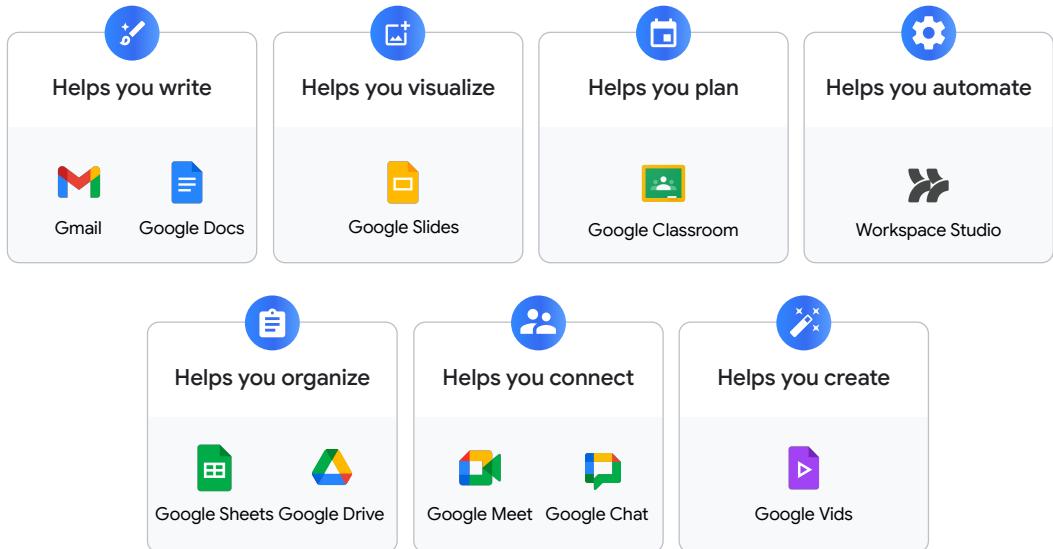
Unlock productivity and creativity with Gemini in Workspace

→ What is the Gemini in Workspace?

- Bringing together the power of Gemini with the collaboration and productivity benefits of Workspace, Gemini in Workspace embeds generative AI into the tools you're already using every day.

→ How to start using it:

- Gemini in Workspace availability differs by Google Workspace for Education edition. Learn more [here](#).
- Sign in to your Google Workspace for Education account.
- Assign licenses to users and groups in your school community.
- Once licenses are assigned, your users can get started with Gemini in Workspace right away.

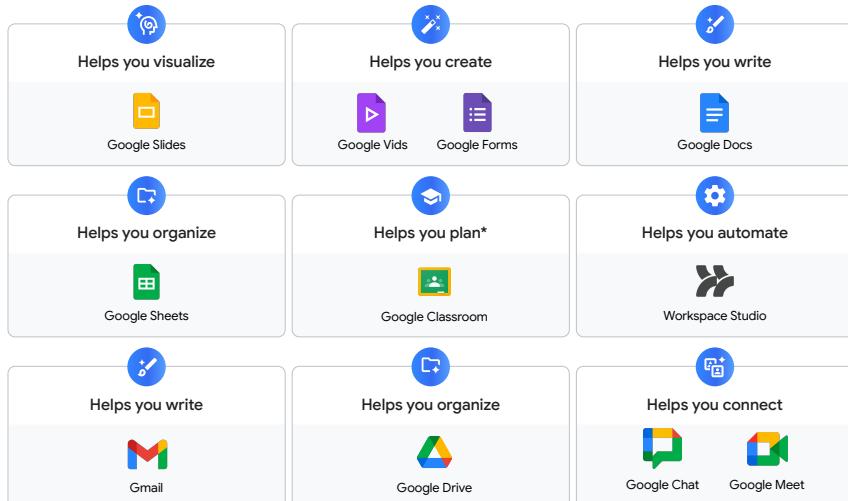


[View use cases](#)

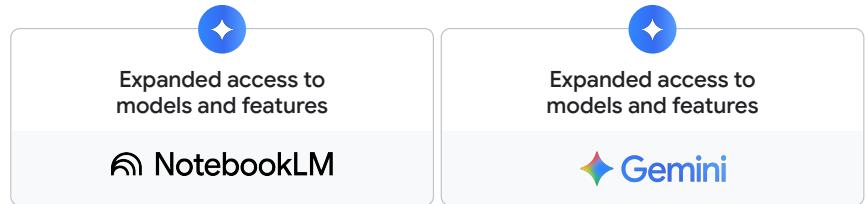
Unleash your potential with Google AI Pro for Education

[Google AI Pro for Education](#) is a paid upgrade that can be added on to any Workspace for Education edition. It provides full access to Gemini in Workspace, expanded access to premium models and features in Gemini and NotebookLM, and priority access to new premium Google AI.

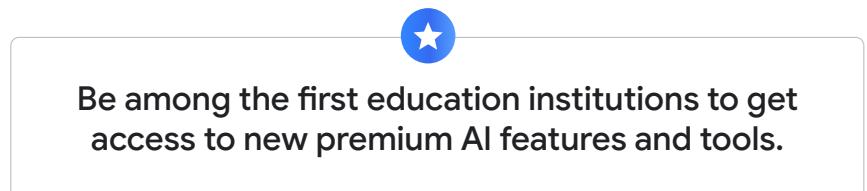
Full access to Gemini in Workspace



Expanded access to premium models and features



Priority access to new premium Google AI



Google AI privacy, security, and availability

	Free of charge	Education Plus	Google AI Pro for Education	
Gemini	Gemini	Gemini	Gemini (expanded access)	
NotebookLM	Gemini in Workspace <small>(Classroom, Workspace Studio and Gmail coming soon)</small>	NotebookLM	NotebookLM (expanded access)	Enterprise-grade data protection
Availability	Users of all ages	Users 18+	Users of all ages	Users 18+
Data protection			Enterprise-grade data protection	In addition to your data not being reviewed by humans or used to train AI models, you get additional admin controls and reporting, and a number of compliance certifications.
Terms of Service			Core Service, Google Workspace for Education Terms of Service	
Customer support			Fully supported	



Let's get started

Are you Google Workspace or
non-Google Workspace for
Education customer?



[Google Workspace for
Education customers](#)



[Non-Google Workspace
for Education customers](#)

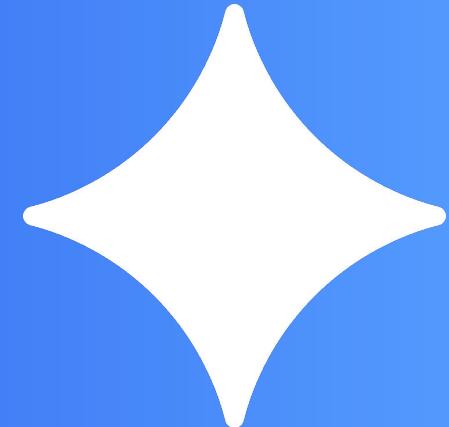


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02.

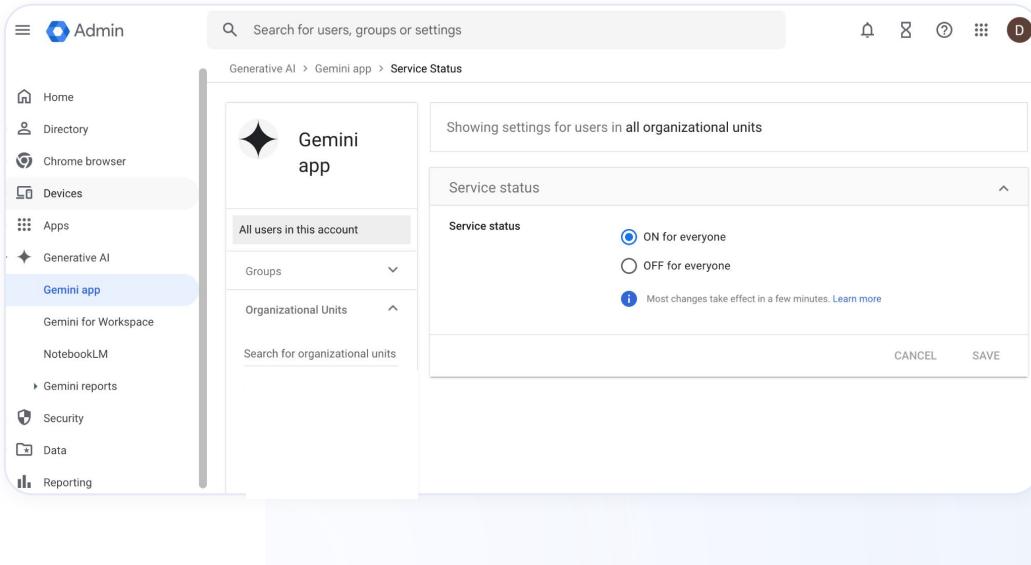
For Google Workspace for Education customers

Admin controls and visibility



Manage access to the Gemini app

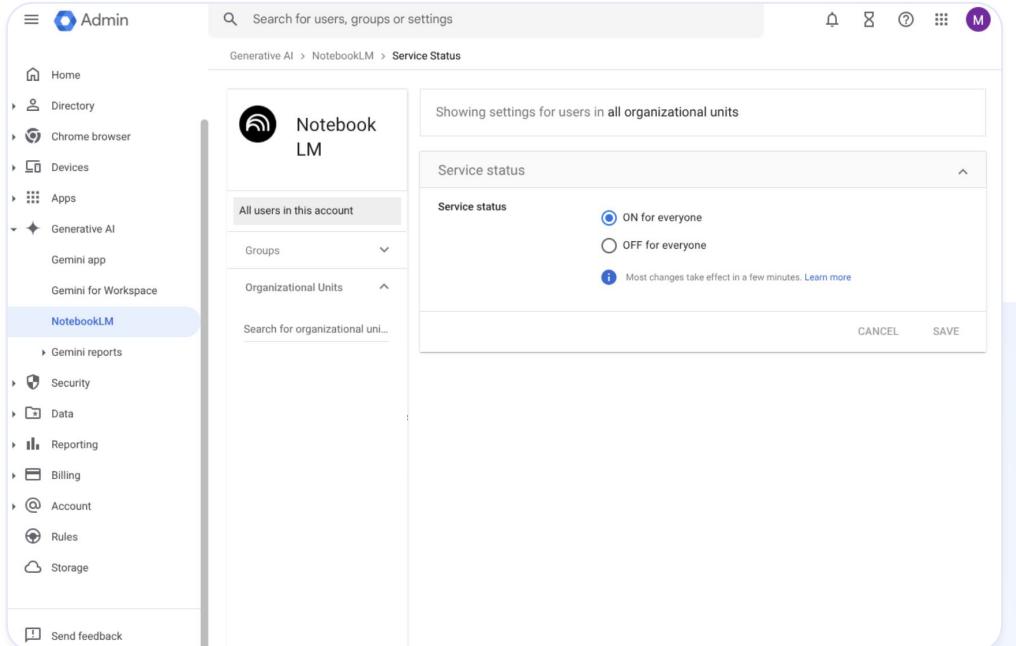
- Sign in with an administrator account
- Navigate to **Google Admin console**
- Within the menu, navigate to **Generative AI** and then the **Gemini app**
- Click **Service status**
- You can choose to manage access for your whole organization, an organizational unit, or a set of users
- Save your updates



Step-by-step guide: [Help Center article](#)

Manage access to NotebookLM

- Sign in with an administrator account
- Navigate to **Google Admin console**
- Within the menu, navigate to **Generative AI** and then **NotebookLM**
- Click **Service status**
- You can choose to manage access for your whole organization, an organizational unit, or a set of users
- Save your updates



Step-by-step guide: [Help Center article](#)

Manage access to Gemini in Workspace

- Sign in with an administrator account
- Navigate to **Google Admin console**
- Within the menu, navigate to **Generative AI** and then **Gemini for Workspace**
- Click the **Feature access** panel.
- You can choose to manage access for your whole organization, an organizational unit, or a set of users
- Save your updates

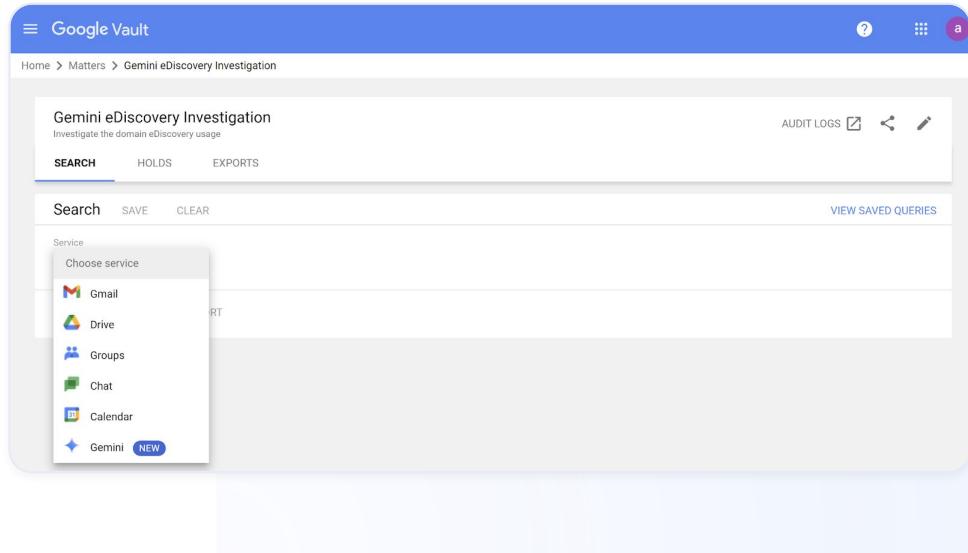
The screenshot shows the Google Admin console interface. On the left, there's a sidebar with navigation links: Home, Directory, Chrome browser, Devices, Apps, Generative AI, Gemini app, and Gemini for Workspace (which is highlighted with a blue background). Below these are NotebookLM, Gemini reports, Security, Data, Reporting, Billing, Account, and Rules. The main content area has a search bar at the top. The URL in the address bar is "Generative AI > Gemini for Workspace". The main content is titled "Gemini for Google Workspace settings" with the subtitle "Manage settings related to Gemini in Google Workspace. [Learn more](#)". It includes a note about controlling access to Workspace services and a section titled "Gemini privacy commitment" with a link to learn about privacy commitments and controls. There are two sections for "Feature access": one for "Workspace services" (Calendar, Drive and Docs, Gmail, Google Chat, Google Meet, Workspace Studio) and one for "Classroom" (Classroom). Both sections show "On" for all features.



Step-by-step guide: [Help Center article](#)

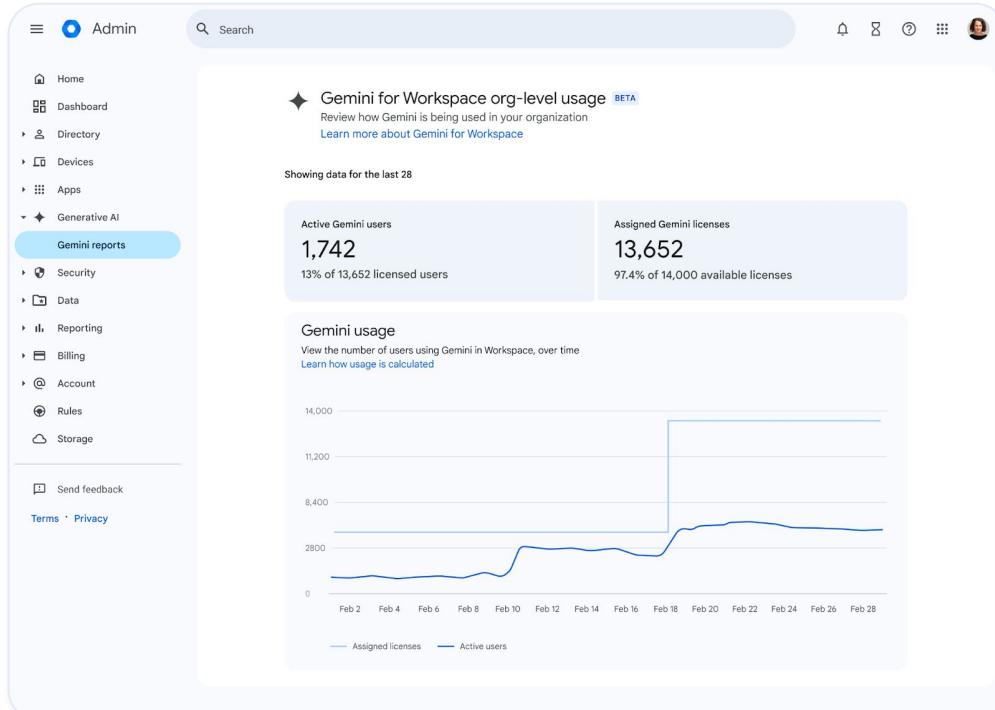
Use Google Vault to search Gemini app conversations

- Use Vault to search Gemini app conversations in your domain
- Search prompts and responses with a number of filters, such as user and date, to quickly refine your search
- Export conversations in an XML format via the UI or API



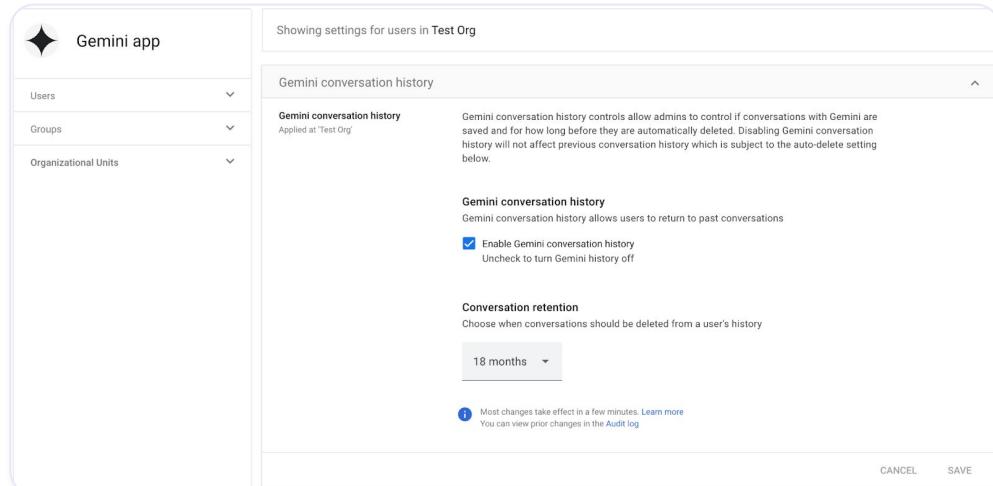
Monitor Gemini app usage in Google Admin console

- View how many people are using Gemini and their overall usage levels in Admin console
- View adoption of Gemini features on a per-app basis
- Use the reports to identify power users and those with low adoption to inform your needs for sharing training sessions and best practices across your organization



Manage Gemini conversation history

- Control how long Gemini saves chats in your users' accounts.
- Adjust how long conversations are stored before they are automatically deleted.
- If you choose for conversation history to be on, select how long conversations are stored before they're automatically deleted: 3, 18, or 36 months. The default is 18 months.





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03.

Getting started for non-Google Workspace for Education customers

Gemini for Education setup



How to set up Gemini for Education and NotebookLM without changing your primary productivity suite

Gemini for Education and NotebookLM are available at no cost, with enterprise-grade data protections to all qualifying educational institutions.



Gemini
for Education



NotebookLM

1 Enable access

To enable access for your users, admins must establish a domain with Google.

Use the [IT quickstart guide](#) for detailed information.

1. Begin by [registering your domain](#).

Recommendation: Use the same domain as your primary productivity suite.

2. Then, [verify your domain](#).

3. Once completed, you can sign in to your Google Admin console at admin.google.com.

4. Now that you have a Google environment, [it's time to start adding users](#).

2 Set up Admin console

Set up your Admin console and start creating school-issued Google Accounts.

Use the [IT quickstart guide](#) for detailed information.

1. Set up organizational units (OUs) to easily apply different settings to specific groups like staff or students.

2. Add your users. You can do this manually, in bulk using a CSV file, or with an automated sync tool.

Recommendation: Use the same accounts as your primary productivity suite for ease of user access.

3 Set up single sign-on

(Optional) Set up single sign-on with your primary productivity suite to streamline user access.

4 Enable AI preferences

Enable the AI tools you want and keep other Google Workspace apps turned off

1. Enable access to Gemini for Education and NotebookLM for users or specific organizational units in your Admin console.

2. Turn on/off other Workspace apps – like Docs, Slides, and Gmail – in Admin console to meet your needs.

Explore these resources to support your Gemini for Education rollout



Build AI literacy and knowledge using the [AI Literacy Hub](#)



Encourage your educators to access [free Gemini training](#)



Students receive training upon first sign-in, and can go deeper on [Grow with Google](#)

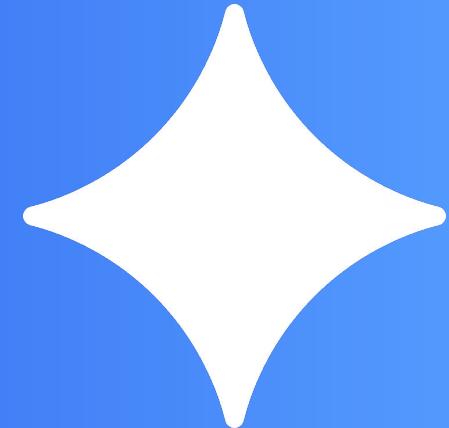


Create high-quality prompts using the [Prompting Guide 101](#)



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04. Resources for all





Let's get started

Which resources are you looking for? Dive into materials based on your institution's needs here.



[Communicating access and availability](#)



[Guides](#)



[Training](#)

Additional resources



[Build the right AI Policies for your organization](#)



[Watch demos and educational videos](#)

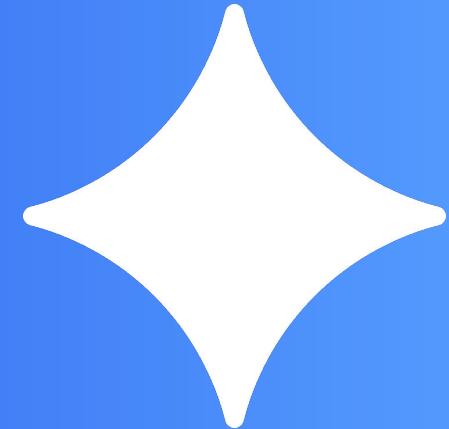


[Understand Google's approach to privacy and security](#)



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Resources for all: Communicating access and availability





Get the word out

Let everyone in your education community know they now have access to powerful and helpful AI tools to help them teach, learn, and work every day. Use these templates to help them get started.

Tips for announcing tool availability:

- **Personalize:** Adapt templates to your institution's needs
- **Follow up:** Send a follow-up email to reinforce key messages and actions
- **Request feedback:** Ask your education community about what would be most useful for them





Communicating access and availability

Streamline your announcement

Use the [Gemini for Education Announcement Toolkit](#) to ensure your community makes the most of their new tools.



Use this resource

Use this toolkit to empower your academic community and drive Gemini adoption and progress.

This toolkit is designed to help you:

- Share announcement messages and visuals
- Maximize your PR impact
- Amplify the announcement on social media
- Prepare for questions from the community (FAQs)



Gemini for Education Announcement Toolkit

goo.gle/GeminiEDUannounce

Questions? Please reach out to your Google for Education sales representative.

We're incredibly excited about our partnership and the opportunity to bring the power of Gemini for Education to your students and faculty. This toolkit is designed to provide you with the resources and support to maximize the positive impact of your announcement and celebrate this milestone together.

Our Shared Goal: To highlight the innovative collaboration between your school and Google, showcasing how Gemini for Education will empower your academic community and drive progress.



Communicating access and availability

Email your staff

Introducing Gemini for Education and NotebookLM: Helpful AI tools from Google

To [REDACTED]
Cc Bcc [REDACTED]

Introducing Gemini for Education and NotebookLM: Helpful AI tools from Google

Dear Faculty and Staff,

We're excited to announce that Gemini for Education and NotebookLM, Google's AI-powered tools for education, are now available for use with your Workspace for Education account! Chat with [Gemini](#) to get help brainstorming ideas, answering questions, generating, summarizing or translating content, and more. And use [NotebookLM](#) to better understand anything - it can even convert your lesson plans and presentations into engaging podcasts with the click of a button.

These tools both have enterprise-grade data protection when using your school account, meaning your data will not be reviewed by human reviewers or otherwise used to improve generative AI models.

Here are some ways Gemini and NotebookLM can help you:

- Save time - Speed up time-consuming tasks so you can focus on what matters most.
- Make learning more personal - Capture each student with content that's tailored to their needs and interests.
- Inspire creativity - Get fresh ideas and inspiration for new approaches with your
- AI assistant.
- Learn confidently - Empower students with AI-guided support to help them learn with confidence.

To help you get started with Gemini, we've compiled some useful resources:

- Free AI literacy trainings and lesson plans:
 - [Google AI course for K-12 teachers](#)
 - [Google AI course for higher education](#)
 - [Generative AI for Educators course](#)
 - [Teaching responsible use of AI lesson plan for teachers](#)
 - [AI literacy guide](#)
- Use cases:
 - [100+ ways to use Gemini and NotebookLM in education](#)
 - [Gemini one pager \(K12, HE\)](#)
 - [NotebookLM one pager](#)
 - [How to use Gems in Gemini](#)

We encourage you to explore Gemini and NotebookLM and discover how it can enhance your working, teaching and learning experience within Workspace for Education. If you have any questions or need assistance, please don't hesitate to contact your IT support team or refer to the resources above.



Email to staff announcing Gemini for Education and NotebookLM

Use this template →

The image shows an email interface with the following content:

Introducing Google Workspace with Gemini: a powerful new way of working, teaching, and learning with generative AI

To | Cc Bcc 2*

Introducing Google Workspace with Gemini: a powerful new way of working, teaching, and learning with generative AI

Dear Faculty and Staff,

We're excited to announce that Gemini, Google's AI-powered assistant for education, is now available for use with your Workspace for Education account. Gemini is embedded across the Workspace apps you know and love, including Docs, Gmail, Slides, Sheets, Classroom, and Meet. And you can now chat with the [Gemini app](#) and [NotebookLM](#) with expanded access to Google's premium models and features. Both of these tools have enterprise-grade data protection when using your school account, meaning your chats will not be reviewed by human reviewers or otherwise used to improve generative AI models.

Here are some ways Gemini and NotebookLM can help you:

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 - [AI literacy guide](#)
- Use cases:
 - [100+ ways to use Gemini and NotebookLM in education](#)
 - [Gemini one pager \(K12, HE\)](#)
 - [NotebookLM one page](#)
 - [How to use Gems in Gemini](#)
 - [Popular ways to use Gemini YouTube playlist](#)
 - [Gemini for Google Workspace productivity guide](#)

We encourage you to explore Gemini and NotebookLM and discover how it can enhance your instructional and working experience. If you have any questions or need assistance, please don't hesitate to contact your IT support team or refer to the resources above.

Sans Serif ▼ T ▼ B ▼ U ▼ A ▼ I ▼ E ▼ H ▼ G ▼ S ▼ X

Send ▼ A ▼ D ▼ R ▼ S ▼ F ▼ L ▼ I

Email to staff announcing Google Workspace with Gemini

Use this template →



Communicating access and availability

Email your students

Learn confidently with Gemini for Education, Google's AI assistant

Recipients

Learn confidently with Gemini for Education, Google's AI assistant

Dear students,

We're excited to announce that Gemini, Google's AI-powered assistant for education, is now available for use with your Workspace for Education account! Chat with Gemini at gemini.google.com to get in-the-moment assistance, bespoke practice materials, and real-time feedback and ideas. Gemini has enterprise-grade data protection when using your school account, meaning your chats will not be reviewed by human reviewers or otherwise used to improve generative AI models.

Here are some ways the Gemini app can help you learn confidently:

- Deepen your understanding with explanations for complex topics
- Generate extra study materials, like practice quizzes or exams
- Guide your research by suggesting relevant scholars, sources, and search terms
- Provide mock interviewing for internships and extracurriculars

Before you get started with Gemini, here is an [AI literacy guide and video](#) with essentials to know about generative AI.

We encourage you to explore Gemini and discover how it can help you learn confidently and prepare for an AI-driven future. If you have any questions or need assistance, please don't hesitate to contact IT support.



Email to students announcing
Gemini for Education

Use this template →

Learn confidently with Gemini for Education and NotebookLM

Recipients

Learn confidently with Gemini for Education and NotebookLM

Dear students,

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Email to students announcing
Gemini for Education and NotebookLM

Use this template →



Communicating access and availability

Email your students' parents and guardians

Important Update: Introducing Gemini for Education for Our Students

Recipients

Important Update: Introducing Gemini for Education for Our Students

Dear Parents and Guardians,

We are writing to you today with exciting news regarding new tools that will enhance your child's learning experience at [School Name]. We are pleased to announce that **Gemini for Education**, Google's AI-powered assistant for education, is now available for student use with their Workspace for Education accounts.

These innovative tools offer powerful capabilities to support your child's academic journey:

- **Gemini** can help students deepen their understanding of complex topics, generate extra study materials like practice quizzes, provide feedback on their work, and even conduct mock interviews for internships and extracurriculars.

We want to assure you that when your child uses their school account with Gemini for Education and NotebookLM, their data is protected with **enterprise-grade data protection**. This means that their chats and activity will not be reviewed by human reviewers or otherwise used to improve generative AI models. Your child's privacy and data security are paramount to us and you can learn more about how Google uses data and keeps it secure when using Google Workspace with Gemini in their [generative AI privacy hub](#).

To help our students get started responsibly and effectively, we will be providing them with resources on AI literacy, like this [Youth AI Literacy Guide](#). We believe it's important for students to understand how these tools work and how to use them ethically and productively. You can learn more about these tools with [Google's Guardian's Guide to AI in Education](#) and take the free [AI essentials course](#) to improve your own AI literacy.

We are confident that Gemini will be a valuable resource for our students, empowering them to learn confidently, explore new ideas, and prepare for an AI-driven future. If you have any questions, please do not hesitate to contact us.

[School Contact Person/Department, e.g., the school office or IT support].

Sincerely,

[School Administrator Name]

[School Administrator Title]

[School Name]

Email to parents and guardians announcing Gemini for Education

Use this template

Important Update: Introducing Gemini for Education and NotebookLM for Our Students

To Cc Bcc 28+

Important Update: Introducing Gemini for Education and NotebookLM for Our Students

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These innovative tools offer powerful capabilities to support your child's academic journey:

- **Gemini** can help students deepen their understanding of complex topics, generate extra study materials like practice quizzes, guide their research by suggesting relevant sources, and even provide mock interviewing for internships and extracurriculars.
- **NotebookLM** can assist students in better understanding their notes and presentations. It can even convert their study materials into engaging podcasts with the click of a button, offering a new way to interact with course content.

We want to assure you that when your child uses their school account with Gemini for Education and NotebookLM, their data is protected with **enterprise-grade data protection**. This means that their chats and activity will not be reviewed by human reviewers or otherwise used to improve generative AI models. Your child's privacy and data security are paramount to us and you can learn more about how Google uses data and keeps it secure when using Google Workspace with Gemini in their [generative AI privacy hub](#).

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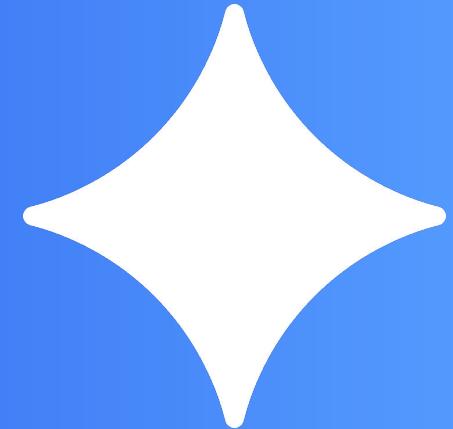
Email to parents and guardians announcing Gemini for Education and NotebookLM

Use this template



[Back to contents](#)

Resources for all: Guides



Help educators and staff get started with Google AI



Google Workspace
for Education

100+ ways to use **Gemini** in K-12 education

Created in partnership with educators from around the world, this guide is designed to help K-12 educators and administrators get started with Google AI tools like **Gemini for Education**, **NotebookLM**, and **Gemini in Classroom**.

November 2025

Use this resource →



This **100+ ways guide** is designed to support your journey with Google AI – from drafting your first prompt to using advanced features.

This guide is great for:

- Practicing with these tools on your own
- Sharing info in professional learning communities (PLCs)
- Sharing during team-building and meeting activities

Pilot Gemini in your institution



Executive Overview - Gemini Pilot / Initiative - Planning												
Phase One												
Week	Task Title		Task Category	Resource(s) (Open to make a copy, replace with a file share)	Task Owner (double-click)	Start Date (double-click)	Due Date (double-click)	Status	Duration	Enter Pct of Task Complete	Phase One	
	Week 1	Week 2										
1	1 Excite (Pre-Launch)											
1.1	Review Driving Successful Initiatives		Organizational Analysis	- 8. Including Successful Initiatives/Templates + 3 Things to Try with Gemini One Page		[Name]		Not Started	0	0%	At Risk	
1.2	Conduct Needs Assessment		Organizational Analysis	- 8d Pre-Launch Planning: Needs Assessment		[Name]		Not Started	0	0%	At Risk	
1.3	Develop Pilot, Launch, Deployment Plans		Sponsorship	- 8e Pre-Launch Planning: Needs Assessment		[Name]		Not Started	0	0%	At Risk	
1.4	Engage Stakeholders		Sponsorship	- 8f Pre-Launch Planning: Invite for Pilot Participation		[Name]		Not Started	0	0%	At Risk	
1.5	8 Enable (Pilot, Launch, Deployment)			- 8g Pre-Launch Planning: Survey Questions		[Name]		Not Started	0	0%	At Risk	
2	2.1 Initiate process discovery		Organizational Analysis	- [INHIBIT] Process Discovery - Documenting Existing/Memorized Processes		[Name]		Not Started	0	0%	At Risk	
2.2	Engage Stakeholders		Communication	- 1a Pilot Welcome + Welcome Email		[Name]		Not Started	0	0%	At Risk	
2.3	Monitor Adoption & Usage		Organizational Analysis	- 1a Monitor Your Adoption and Usage		[Name]		Not Started	0	0%	At Risk	
2.4	Conduct Pilot Onboarding & Adoption training		Training	- 8a Pre-Launch Training - Survey Responses		[Name]		Not Started	0	0%	At Risk	
				- 8b Pre-Launch Training - Survey Responses		[Name]		Not Started	0	0%	At Risk	
				- 8c Pre-Launch Training - Survey Responses		[Name]		Not Started	0	0%	At Risk	
				- 8d Pre-Launch Training - Survey Responses		[Name]		Not Started	0	0%	At Risk	
				- 8e Pre-Launch Training - Survey Responses		[Name]		Not Started	0	0%	At Risk	
				- 8f Pre-Launch Training - Survey Responses		[Name]		Not Started	0	0%	At Risk	
				- 8g Pre-Launch Training - Survey Responses		[Name]		Not Started	0	0%	At Risk	
2.5	Launch & Manage Pilot deployment		Sponsorship	- 1a Launch Day + Welcome Resources		[Name]		Not Started	0	0%	At Risk	
2.6	Launch support model		Training	- [INHIBIT] Planning Guide: Support Models for Your Institution's EdTech Initiative		[Name]		Not Started	0	0%	At Risk	
2.7	Collect Feedback and Early Wins		Training	- 4. Monthly or Bi-weekly Check-in + Feedback Form		[Name]		Not Started	0	0%	At Risk	
2.8	Build a "Google Team" Pilot Group		Sponsorship	- Guidance for Creating a "Google Team" within Your Educational Institution		[Name]		Not Started	0	0%	At Risk	
2.9	Review and Evaluate Pilot Experience to date		Organizational Analysis	- Review:		[Name]		Not Started	0	0%	At Risk	
				- Capturing Impactful Use Cases		[Name]		Not Started	0	0%	At Risk	
3	3 Expand (Implementation, Unpacking & Adoption)			- 1. Pilot Welcome + Welcome Email		[Name]		Not Started	0	0%	Ongoing	
3.1	Welcome remaining users		Communication	- 8d Pre-Launch Training - Survey		[Name]		Not Started	0	0%	At Risk	



This **pilot planning guide** is designed to help structure your Gemini pilot – from assessing your institution’s needs to launching and driving adoption.

This guide is great for:

- Establishing timelines and key milestones
 - Leveraging an existing pilot framework and resources

Use this resource



Explore Gemini for Education

Use these guides to help explain Gemini to K-12 audiences.

Google for Education

Transform how you teach, learn and work with Gemini for Education

Empower everyone in your education community with Gemini, your AI assistant for education. Save time, create captivating learning experiences, inspire fresh ideas, and learn confidently – all in a private and secure environment.



Top ways your education community can use Gemini



Educators

- Draft lesson plans aligned to learning objectives and education standards
- Re-level texts and assignments and increase student engagement by adjusting content to fit their interests
- Generate assessments, assignments, and rubrics from scratch or use previous examples with corresponding answer keys



Students

- Deepen understanding with on-demand support, like explanations of challenging concepts and step-by-step guidance
- Prepare for exams by creating personalized practice quizzes based on hard-to-grasp concepts
- Brainstorm and research ideas, get feedback on writing, and generate citations



Education leaders

- Go from a blank page to a grant proposal, alumni outreach template, newsletter, recommendation letter, or email to a parent
- Summarize long documents, analyze data, and create templates for budget proposals, permission slips, and more
- Brainstorm new initiatives, develop project plans, and draft talking points for presentations

The Google Advantage

The only full-stack AI solution

Google provides the cloud infrastructure, hardware devices, and AI models and the software they power – enabling end-to-end privacy and security, reliability, and rapid innovation.

Best-in-class data protection

Gemini and NotebookLM are Core Services covered under your Workspace for Education terms and supports compliance with many industry regulations, like FERPA. Your chats are not reviewed by humans or used to improve generative AI models.

Industry pioneer in AI

The work underpinning generative AI comes from Google's invention of the Transformer in 2017. And AI has powered Google products for nearly a decade – from autocomplete suggestions to malware detection in Gmail.

Grounded in learning science

By using learning science principles as the backbone of how we build Gemini, we're ensuring that it is as helpful as it can be for learners. Infused with LearniLM, Gemini 3 Pro is the best model in the world for multimodal understanding¹ and experts preferred LearniLM over GPT-4o by an average of 31% when evaluated across a diverse set of learning scenarios.²

Rapid innovation

Research and product teams work together to develop new features and improve products faster – like bringing additional capabilities to NotebookLM.

Chat with Gemini at gemini.google.com

Gemini for Education:
K-12 education
audiences

[View this guide](#)

Sources:
1. Google DeepMind, November 2020.
2. Google, LearniLM Tech Report.

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Google for Education



Explore Gems and NotebookLM

Use these guides to help explain **Gems** and **NotebookLM** to your community.

Google for Education

Personalize Gemini with Gems: custom AI experts for any topic



Gems are available in the Gemini app free of charge to all Workspace for Education users

Gems are customized versions of Gemini that you can personalize to be experts on any topic. Get started with a Gem that is premade by Google, or create your own custom Gem — no coding required.

How education institutions are using Gems

- Educators**
 - Plan lessons faster with a custom Gem grounded in your curriculum and education standards
 - Translate assignments into other languages with a custom Translator Gem
 - Differentiate content and personalize learning with a Gem that generates math problems at various difficulty levels
- Professors and researchers**
 - Speed up literature reviews and summarize research papers with a custom Research assistant Gem
 - Quickly generate assessments and discussion questions with a custom Gem grounded on your syllabus
 - Engage students with interactive simulations using a custom Gem grounded on assignments and readings
- Higher education students**
 - Get personalized study guidance and practice quizzes using the premade Learning coach Gem
 - Research internships, refine resumes and prep for interviews with a custom Internship Gem
 - Find and cite sources in research papers more easily with a custom Citation Gem
- Administrators**
 - Use the premade sentiment analyzer Gem to conduct analysis on staff surveys
 - Draft tailored announcements for alumni, parents, staff, and students with a custom Communications Gem
 - Organize conferences, lectures and graduation ceremonies with a custom Event planning Gem

Industry leading privacy and security



The Gemini app has added data protection for education. Data you enter into Gemini is not reviewed by anyone or used to train AI models.

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Start using Gems in the Gemini app at gemini.google.com

Gems: Custom AI experts for any topic

View this guide →

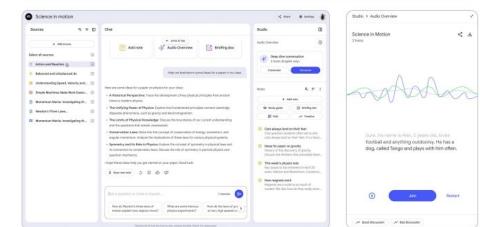
Google for Education | NotebookLM

Understand anything with NotebookLM



Meet your personal AI-powered research and thinking partner, grounded only in the information you provide.

Science in motion



Google Workspace for Education users of all ages have access to NotebookLM with enterprise-grade data protection - free of charge.

Get AI-driven insights on your own sources

Upload your sources - like strategy plans, education standards, and lecture notes - and NotebookLM can answer questions and generate summaries, lesson plans, discussion questions, and quizzes.

Listen and learn on the go with Audio Overviews

Turn documents, slides, charts and more into engaging audio overviews that can be played by two. AI hosts with a single click. Using your voice, you can ask the hosts for more details or to explain a concept differently.

Get helpful responses with in-line citations

NotebookLM cites its sources by providing links to the resources you uploaded—all with in-line citations to ensure accuracy.

Turn your sources into engaging, bite-sized Video Overviews

Turn your sources into engaging educational videos with the click of a button.

Visualize connections with mind maps

Visually summarize your sources, showing main topics and their related ideas as a branching diagram.

Try NotebookLM

NotebookLM: AI research assistant grounded in your sources

View this guide →



Educate your community about AI

Use these guides to educate **families**, **guardians**, and your **entire institution** about using AI for education responsibly.

Google for Education

FAMILIES AND GUARDIANS

Guardian's Guide to AI

AI is reshaping how we approach work and education. At Google, we've been preparing for this for quite some time. We first used AI in 2001 when we launched our spelling correction system in Google Search. Now, AI is in many Google products that billions of people use every day.

In reimagining learning with the power of AI, we've applied our insights from building digital tools for the classroom for over a decade. And we've designed AI experiences with safety at the core.

Use this guide to understand more about AI in education, data security and privacy protections, and how to prepare your child for an AI-powered future.

What exactly is AI? Generative AI?

AI is a computer system taught to mimic natural intelligence to help us understand and recommend information. AI helps power tools like Google Search and YouTube to suggest relevant content when you search, and it's used within Google infrastructure to help keep data safer.

Generative AI, or gen AI, is a type of AI that focuses on creating new content, such as text, images, music, and code, by typing in a simple prompt. The Gemini app is Google's free-of-charge gen AI chat experience that includes added data protection for all school accounts.

Why is AI being integrated into teaching and learning in schools?

AI enables powerful opportunities to support educators and students. In education, AI can be used to do helpful things like make learning experiences more personal, provide immediate feedback, improve accessibility, enhance digital security, give educators precious time back, and more. As AI becomes more common in schools and the workforce, it's becoming increasingly important that students learn to be proficient with AI-powered tools.

“
Most teens and parents expect that gen AI skills will be an important part of their future.”

Stephen Balkam, Founder and CEO, FOSI
Google Keyword Map

Guide to AI in education for families and guardians

View this guide →

Google for Education

A Guide to AI in Education

Google's history, and future, in AI

While AI is revolutionary technology, it's not new to us. In fact, it's already in many Google products like Search, Gmail, Photos, and YouTube to help make things better and safer behind the scenes. And with more recent advances in generative AI, tools like the *Gemini for Education* and *Gemini 2* offer even more exciting new possibilities.

We believe AI is going to help learners, educators, and school communities unlock potential in ways we can't even imagine yet. From unleashing creativity to offering personal support to supercharging productivity, AI can advance teaching and learning in all kinds of powerful and interesting ways.

Breaking down AI, ML, LLMs, and gen AI

How to make sense of all these terms:

- AI is a computer system taught to mimic natural intelligence to help us understand and recommend information
- Machine learning (ML) is the technique that allows machines to learn automatically from data
- Large language models (LLMs) are machine learning models that can understand, predict, and generate human language
- Generative AI (gen AI) is a type of AI that focuses on creating new content – like text, images, music, audio, code, and video – by typing in a simple prompt

A balance of bold and responsible

Google's approach to AI has always been about balancing bold with responsible, and when it comes to tools designed for education, we are especially thoughtful and deliberate. This means applying our technological expertise and deep knowledge of the educational space, while always keeping educators in the loop: working directly with the education community to create products that are truly helpful in improving the teaching and learning experience. When schools use our AI-powered educational tools, they can feel confident that their experience is safe and secure, and that it's been responsibly designed with educators and students in mind.

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Guide to AI in education

View this guide →



Applying Google's AI Principles to our work in education

In 2018, we were one of the first companies to establish **AI Principles** as part of our commitment to developing technology responsibly. These are the questions we ask when applying these principles to our education tools:

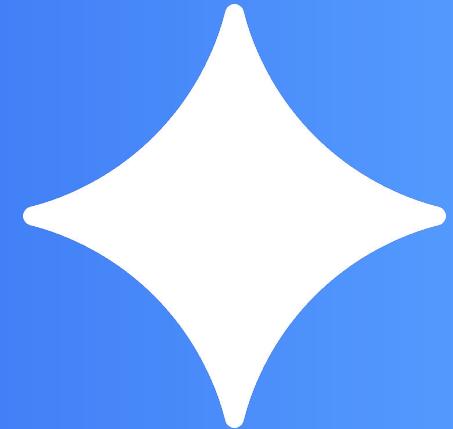
01. Is it appropriate for education (responsible, safe, and secure)?
02. Is it clear to educators and students what the benefits of using it are, and where and how to start?
03. Is it helping all levels and backgrounds to succeed?
04. Is the educator looped into the student experience to help shape and guide (if needed)?
05. Is it enabling educators and students to utilize our workflows seamlessly?
06. Does it enable leaders to adequately and appropriately support staff and students?
07. Does it provide sufficient tooling and control for leaders?
08. Does it adhere to requirements leaders are beholden to for their institutions?
09. Does it provide leaders with the visibility and insights needed to complete their work?

AI can never replace the expertise, knowledge, or creativity of an educator – but it can be a helpful tool to enhance and enrich teaching and learning experiences.



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Resources for all: Training





Boost your AI skills with self-guided training and certifications for educators



[Get started with Google AI in K-12 Education](#)

Take this AI training course designed to help K-12 education professionals discover ways to use Gemini as an assistant in their professional practice to save time and unleash creativity on everyday tasks.



[Generative AI for educators](#)

Take this AI training course designed for teachers, and learn how to use generative AI tools to save time on everyday tasks, personalize instruction, enhance lessons in creative ways, and more.



[Gemini certifications for educators and students](#)

Demonstrate your proficiency with Gemini and key Google AI tools. Take the free, multiple choice exams today and secure a digital credential to showcase your expertise.



[Prompting essentials certification](#)

Design prompts that work in just 5 easy steps with Google Prompting Essentials. Learn how AI can help you save time when tackling complex tasks, analyzing data, and summarizing information.



[AI essentials certification](#)

Discover how you can use AI to assist, empower, and inspire you with a Google AI Essentials certification. Learn how to use generative AI tools to help speed up daily tasks, make more informed decisions, and develop new ideas and content.

Teach students how to use AI responsibly with these lesson plans



[Teaching responsible use of AI](#)

Customize these lesson plans and activities designed to help teachers ensure their students become informed and responsible users of AI tools like Gemini – both in and out of the classroom.



[Be Internet Awesome AI literacy guide](#)

Explore lessons designed to give elementary and middle school students a solid foundation in AI literacy. This guide helps ensure students have safe and informed interactions with AI as they grow, and helps them build critical thinking when using AI.

Free of charge training and certifications



Become an AI pro with more training programs

Grow with Google Home Use tools Learn skills Latest happenings Geminiang AI Skills

• Amplify your teaching with **Gemini Academy**



Gemini Academy is an AI skilling programme designed to help teachers to use generative AI safely and elevate their creativity and productivity with Gemini.

[Try Gemini](#)



Gemini Academy

Enroll in Gemini Academy, an AI program designed to help teachers use generative AI safely, and to elevate their creativity and productivity with Gemini.



AI training and tools for students

Check out our expert-led training to see how AI tools can boost your schoolwork and help you kick-start your career. This is available at no cost for students in the US.

Customize training with professional development experts across the globe

Set up a consultation with knowledgeable professional development partners and create your own training designed to meet your educators' needs.



[Find an expert](#)

Google for Education



Google for Education



Professional Development Partners

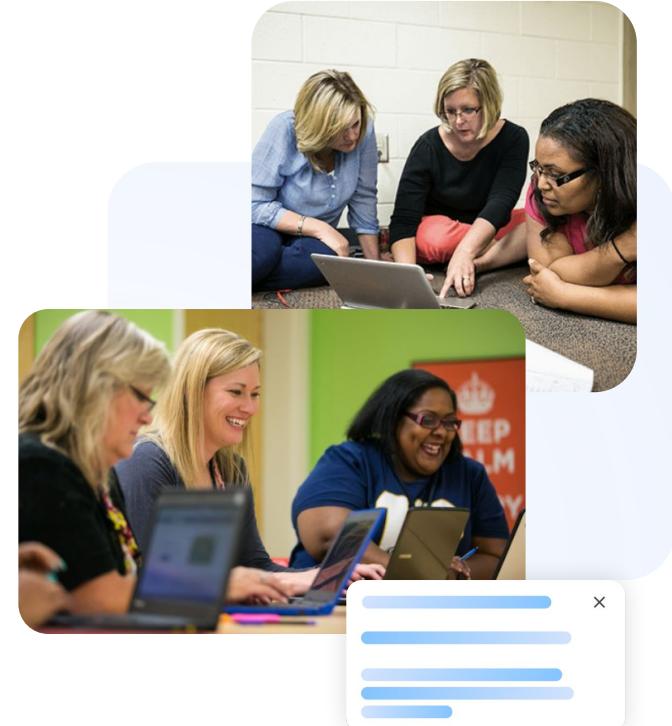
- Asia-Pacific
- Australia and New Zealand
- India
- Japan
- Central and Eastern Europe
- Germany, Austria, and Switzerland
- Northern Europe
- Southern Europe and Emerging Markets
- United Kingdom and Ireland
- Latin America (Brazil)
- Latin America (Spanish speaking)
- North America

Work with professional development partners to build a “Train the trainers” cohort

Once you've created a customized training, extend those learnings to more educators in your community by working with:

- Google for Education service partners
- Certified trainers
- Certified innovators
- Certified coaches

Train your educators and education leaders to make the most of your institution's investment in AI tools.



[Customize your training](#)

Prepare for the future with essential AI skills and job-ready credentials

Build the technical AI skills needed to succeed in an AI-driven professional world with flexible online training.

Help your community thrive with these certificates and short courses:

- Google Career Certificates: IT Support, Cybersecurity, Project Management, and more
- AI Essentials, Prompting Essentials, and more
- Generative AI for Educators with Gemini



[Learn more about AI growth opportunities](#)

Learn job ready skills with a Google Career Certificate

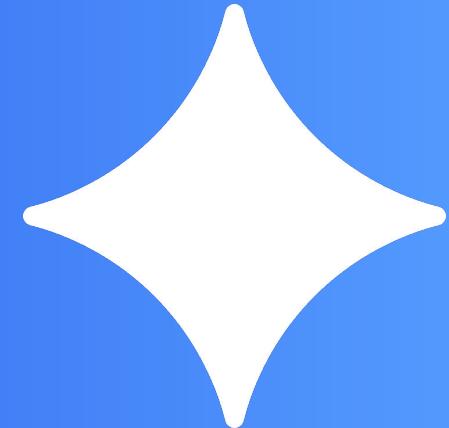
Level up your career with flexible online training. Get the hands-on experience and practical AI skills you need to help you stand out to employers in high-paying fields.





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Resources for all: Additional resources



Build the right AI policies for your organization

As AI continues to evolve, it's important to build policies that support the teaching and learning needs within your organization.

Explore TeachAI and find:

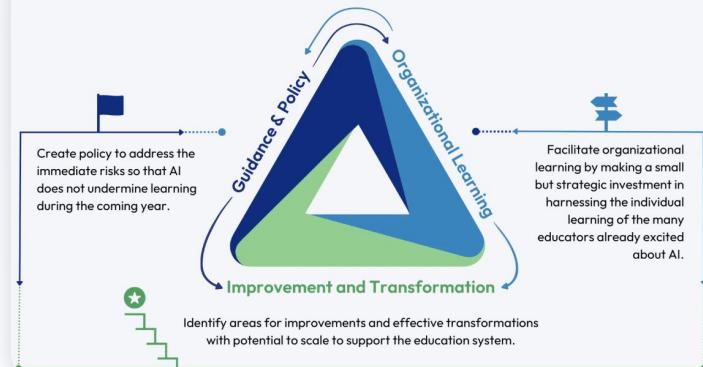
- An AI integration framework for education
- National guides for using AI tools
- AI integration starter tools



[Use this resource](#)

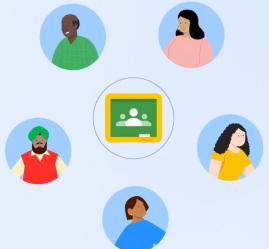
A Framework for Incorporating AI in an Education System

[Access Editable Doc](#)





Watch demos and educational videos



Teaching for Tomorrow



[Gemini in Google Workspace demo videos](#)

Find new ways you can use Gemini in Google Workspace to save time, create captivating learning experiences, inspire creativity, and learn confidently.



[AI literacy video](#)

Learn 3 ways generative AI can help you with big milestones. From test prep to creative inspiration to quick analyzing, find out just a few ways generative AI can expand what's possible in your life.

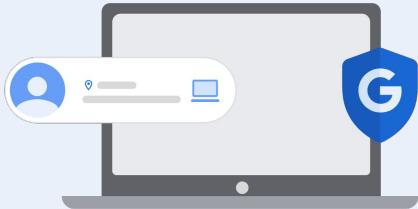


[Teaching for Tomorrow YouTube series](#)

Gain new insights from educational thought leaders about the potential of AI to transform teaching and learning.



Understand Google's approach to privacy and security



[Generative AI in Google Workspace Privacy Hub](#)

This Help Center article can help you understand how Google uses your data and keeps it secure when you use Gemini in Google Workspace.



[Google for Education Privacy Center](#)

This webpage explains Google for Education's approach to building products that are secure by default and private by design.



Thank you

