



SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2024.** Please include this submission form with the electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).

PROGRAM INFORMATION

County: County of Henrico

Program Title: Generative A.I. Initiative: Preparing for a New Digital Age

Program Category: Information Technology

CONTACT INFORMATION

Name: Victoria Davis

Title: Public Relations Specialist

Department: Public Relations

Telephone: 804-501-4933 Website: www.henrico.gov

Email: dav127@henrico.gov

SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Monica Smith-Callahan

Title: Deputy County Manager for Community Affairs

Signature: 

Program Overview

Henrico County Public Schools is embracing the integration of generative A.I. in education. The school division's goal is to enhance teaching and learning while preparing students for an A.I.-driven future.

To achieve this aim, HCPS has developed a comprehensive plan to personalize learning, enhance creativity, foster critical thinking and optimize organizational efficiency. Henrico Schools are guided by the International Society for Technology in Education standards and the Virginia Department of Education's Digital Learning Integration Standards of Learning, which focus on enhancing digital literacy, promoting responsible digital citizenship and encouraging deeper learning through this plan. This alignment ensured that our initiative was guided by globally recognized and locally relevant frameworks, focusing on empowering students and educators to integrate and use technology in the evolving education landscape. The initiative also sought to establish a culture of data governance and ethical A.I. use, enabling enhanced productivity through generative A.I. tools.

HCPS engaged with cross functional committees, outside consultants and experts on generative A.I. in education to develop a vision and plan that addressed gaps in learning and equity and acted as a model for other counties.

Problem/Challenge/Situation Faced by Locality

In the rapidly evolving digital age, HCPS identified a critical need to integrate generative A.I. in its educational framework. This was driven by the growing demand for A.I. literacy and the necessity to prepare students for a future dominated by A.I. technologies. The traditional educational models were outdated and unable to equip students with the necessary skills for this new era, leading to a gap in digital literacy and A.I. proficiency and an urgent need to update teaching methodologies and administrative processes to align with contemporary educational needs and technological advancements.

Moreover, HCPS recognized the need to foster equitable access to advanced learning tools, ensuring that all students, regardless of background, can thrive in a technology-driven environment. Although guidance is in progress at the national and state levels, HCPS' commitment to providing high quality, future-ready education has compelled the division to address these challenges proactively.

How Program Fulfilled Awards Criteria

The HCPS Generative A.I. Initiative is a testament to innovative and proactive solutions in emerging technologies in K-12 education. This program was a pioneering effort to integrate this advanced technology into our curriculum and ensure the utmost regard for safety and ethical standards. By embracing flexibility and adaptability in our approach, we have successfully navigated the challenges of introducing transformative technology into a complex educational ecosystem. This is an approach that would be replicable by other school systems and localities.

Central to our initiative was the commitment to prepare our students for careers in a world increasingly driven by A.I. and technology. We have taken significant strides toward reaching that commitment and equipping students with the skills and knowledge necessary to thrive in an A.I.-integrated future. This focus on future-readiness and our dedication to safety and ethical considerations made our program innovative, responsible and forward-thinking.

The HCPS Generative A.I. Initiative is deserving of NACo recognition as a school division that exemplifies how educational institutions can lead the way in harnessing the power of emerging technology. The initiative was a move to work for the betterment of students and learning in preparation for the future, all while maintaining a commitment to safety, inclusivity and ethical practices.

How Program Was Carried Out

The HCPS Generative A.I. Initiative was a comprehensive program addressing the integration of A.I. in the education system. The program began in February 2023 and continued through the

following school year. The objectives for the 2023-24 school year included enhancing digital literacy and A.I. proficiency among students and educators, fostering safe and responsible digital citizenship, encouraging deeper learning, achieving operational efficiency and applying the skills within the Virginia Department of Education's Profile of a Virginia Graduate model: critical thinking, creative thinking, collaboration, communication and citizenship.

This initiative affected all HCPS stakeholders: learners, teachers and leaders. The school division's path to achieving these objectives included:

- Establishing a culture of data governance and ethical A.I. utilization, aligning with legal compliance and community values.
- Equipping school-based innovative learning coaches with the knowledge and skills to support leaders, teachers and students with the appropriate use of generative A.I. to enhance deeper learning experiences.
- Providing developmentally appropriate A.I. learning resources.
- Equipping teachers with A.I. integration skills.
- Preparing leaders for ethical A.I. implementation.
- Introducing A.I. solutions in schools.

As a division, we aim to help learners become life-ready; we know this emerging technology is pivotal to the future of education and careers. In the summer of 2023 we prepared division leaders with education and training sessions on generative A.I. With this experience, alongside annual digital citizenship development, HCPS embraced emerging generative A.I. tools instead of blocking the technology as some organizations have done. This decision prompted HCPS to prioritize the education of innovative learning coaches and staff members about the safe and responsible use of generative A.I. for productivity while protecting student data and privacy as a proactive measure.

The initiative's next phase was to form cross-functional committees, engaging various stakeholders from across the division with diverse perspectives. This multi-layered approach considered the voices and needs of all stakeholders, reinforcing the division's commitment to “one

Henrico” and doing what is best for HCPS learners in preparation for the future. To support the division's efforts with generative A.I., HCPS began working with educational consulting firm Advanced Learning Partnerships to provide professional learning, share insights into the latest trends and best practices and foster connections with other divisions to share our experiences and resources.

The goal for the first year of our multiyear plan was to establish baseline literacies for all stakeholders and understand their unique needs for safe and responsible interaction with generative A.I. As this is a new and evolving field, we established our first year as the "year of learning," which would inform the division's plan to address and support stakeholders' needs in the coming years. To kick off our "year of learning," the cross-functional committees engaged in an initial onsite event that marked the start of this exploratory phase. Committees received professional learning about generative A.I., supporting resources and autonomy to work independently and with their committee. Providing committees with the necessary resources and autonomy to innovate and implement their ideas emphasized the division's focus on improving our response to and preparation for generative A.I. This approach fostered a culture of empowerment and creativity within HCPS, connecting with the skills of the Henrico Learner Profile, the division's blueprint for individual learning.

Our committees also worked together to connect the Henrico Learner Profile with the integration of A.I. literacies, adapting our educational framework to the emerging needs of the A.I. era.

As we conclude our first year, we are poised to implement HCPS' vision for generative A.I. in education through a cohesive multiyear plan with benchmarks and annual progress, including guiding principles for ethical A.I. use and a comprehensive menu of options tailored to each stakeholder group.

In the coming phases, HCPS will develop a systematic approach to continually gather and incorporate stakeholder feedback continually, engage with the community through updates and information sessions and foster transparency and collaboration. Additionally, the division will document the effects of our journey, focusing on capturing key events, milestones and learning

experiences through video documentation and periodic updates. This continuous transparency, reflection and engagement with stakeholder groups will enable HCPS to create a record of learning and future reference for emerging technology initiatives.

Financing and Staffing

The Department of Teaching, Learning and Innovation provided HCPS innovation specialists with access to a professional development course called “Artificial Intelligence Explorations and Their Practical Use in Schools” course from the International Society for Technology in Education, along with connected resources to support the ability to perform job responsibilities and support the division's A.I. initiative and projects. 13 x A.I. COURSE = \$2418

No additional funding was required to fund A.I. technologies for the learning year, as we used A.I. integration in programs previously purchased by the division.

There was a significant time investment by teams from Henrico County Public Schools' Department of Teaching, Learning and Innovation and Department of Technology to develop a plan to actualize the division's vision for generative A.I., engaging in various learning experiences and leading a cross-functional committee to achieve the division's goals for deeper learning.

Program Results

One key accomplishment was the creation of comprehensive guidance on the ethical and responsible use of generative A.I. This guidance is a foundational document for all stakeholders, ensuring that generative A.I. technology in education aligns with our values of safety, responsibility and ethical practices.

- HCPSU Guidance - This website is restricted to HCPS staff and this document aggregates the information provided to staff since the start of school year 2023-24. Analytics Data: The A.I. guidance page has 489 views since development.
- Draft Principles for Ethical A.I. Use

A significant focus of the initiative was prioritizing safety and taking a proactive approach to integrating A.I. technologies. By doing so, we have enhanced the learning environment by proactively mitigating risks for our students and ensuring staff are well-equipped to handle the complexities associated with A.I.

Another significant outcome has been building capacity around generative A.I. within the division has been another significant outcome. Through targeted training and professional development, we have increased the A.I. literacy of our educators and administrators. This effort is reflected in the high percentage of departments involved in the plan, showcasing a divisionwide commitment to embracing A.I. technology.

HCPS continues to explore and integrate generative A.I., providing a solid foundation for future advancements, including a scoped multi-year plan to engage students with generative A.I. Our initiative positioned us as a frontrunner in responsible A.I. use in education, setting a benchmark for other educational institutions to follow. Additionally, HCPS' forethought and preparation through the program positioned the division with the structures already in place to quickly act on and implement state guidance, as it is released.

Generative AI Initiative: Preparing for a New Digital Age

Supplemental Material

[Generative AI in HCPS: Project Plan](#)

[AI Guidance on HCPSU](#)

[DRAFT-Principles for Ethical AI Use in Henrico County Public Schools](#)