

HB 1186 · STEP 3 · SURVEY METHODOLOGY GUIDE

How to Run the Survey

A guide for superintendents and IT staff · Strategic AI Link (SAIL) · April 2026

This guide walks through how to distribute, collect, and summarize results from the AI Tool Use Survey. The entire process takes less than two weeks and requires no technology, no budget, and no outside help. It is designed to be run by whoever the superintendent designates — a technology director, an administrative coordinator, or a trusted building-level staff member.

1 Prepare the Materials

Print one copy of the survey for every staff member in the division. Include classroom teachers, instructional support staff, administrative staff, and technology staff. Do not pre-label or mark the forms in any way. Every copy should be identical.

Obtain a lockbox — a standard metal cash box with a slot cut in the lid works well and costs less than ten dollars. Place one box in each building in a location accessible to all staff but not monitored — a break room, a mailroom, or a staff lounge. Staff need to be able to drop a form without being observed.

One box per building is sufficient. If your division has multiple campuses, designate one person per building to hold the key and deliver sealed boxes to the collection point at the end of the window.

2 Introduce the Survey

The superintendent should introduce the survey directly — in a brief all-staff email, a faculty meeting, or both. The tone matters as much as the content. This is not a compliance action, not an audit, and not connected to performance evaluation in any way.

The message should be short and plain: we are taking stock of how AI tools are showing up in our work so we can make informed decisions about policy and support. Your responses are anonymous. There are no wrong answers. Drop your form in the box at your building by end of the week.

The more direct and matter-of-fact the introduction, the higher the participation rate. Treat it the way you would treat a facilities survey or a supply inventory check. Nobody panics over a timesheet.

3 Set the Collection Window

Five business days is the right window. Long enough for everyone to participate, short enough that it does not get forgotten. Distribute on a Monday, collect boxes on Friday.

Send one reminder mid-week on Wednesday morning. One sentence is enough: a reminder that the survey boxes are available through Friday if you haven't had a chance to drop yours in yet.

4

Count and Record the Results

Collect all boxes at the end of the window. Count and tally responses in a simple spreadsheet. You are recording numbers, not names. For each question, record how many respondents selected each option.

For Question 2, list every tool that appeared and how many times it was selected. Write-in responses should be grouped if similar tools appear under different names. Note the total forms collected versus total distributed — participation rate is useful context.

Do not attempt to match responses across questions to identify individuals. Treat each question independently. The value is in the aggregate numbers, not in individual patterns.

5

Report and File

Prepare a one-page summary for the superintendent: total forms distributed, total returned, and the aggregate response counts for each question. This document becomes part of the division's compliance baseline alongside the AI tool inventory and vendor agreement review completed in Steps 1 and 2.

Share the summary results with staff — a single sentence in the next all-staff communication is enough. Closing the loop builds trust and improves participation in any future surveys.

File the completed tally sheet and the superintendent's summary together. When VDOE guidance arrives in July 2026, this record demonstrates that your division took proactive steps to understand its own baseline before policy was required. That is exactly the kind of due diligence the guidance will expect to see.

This analysis is provided for informational purposes only by Strategic AI Link (SAIL), an independent AI compliance consultancy based in Virginia Beach, Virginia. It does not constitute legal advice. School divisions should consult legal counsel for division-specific compliance decisions.