

## Adair County Schools District Instructional Technology Guidance Document

Teachers, Instructional Assistants, Para-Educators and Substitute Teachers must prepare themselves in becoming proficient in using and teaching with technology resources to provide instruction whether via Distance Learning or In-person within the classroom.

This document is to help guide each of the aforementioned positions in meeting this expectation for your student's quality educational learning experience. Below are resource sites that will have more extensive recommendations and guidelines and resources for planning, preparing and providing quality teaching while incorporating technology.

<a href="#">KDE Professional Learning Resources Document</a>	<a href="#">KET Learn at Home Resources website</a>
<a href="#">Digital Learning Guidelines</a>	<a href="#">Technology Support and Services</a>

The following are expectations districtwide outlined by Adair County School District:

- Teachers are encouraged to use Instructional Technology resources as often as possible to become proficient in its everyday use.
- Obtain training in areas that can help you expand your knowledge to Instruction involving Technology.
- Assure you are checking your Email regularly and assisting your students as needed during the school day.
- When communicating with parent/guardians, use Google Voice instead of your personal number, IC Messenger (emailing in mass). Use your school email for one-on-one communications.
- Wi-Fi Network is available in various places outside the classroom such as exterior of front of schools, cafeterias, gymnasiums, football field and track. Additional locations will be coming in the foreseen future. We ask that School owned devices have priority for its usage, while personal owned device (BYOD) takes secondary priority only when needed during the pandemic.
- Internet access should be used only for Instructional purposes.
- With virtual lessons, assure that students are not appearing or identified in any live feed or recording of lessons. Cameras on Teachers desktop, Chromebook, laptop or document camera is encouraged to be used.
- Google Meet is the Virtual live/recording platform to be used. Third party products such as Zoom, WebEx should not be used. In conjunction, YouTube may be used with your school account for storing recorded lessons, which shall be saved as non-public. You must provide students a link to a lesson if to be available outside your Google Classroom. All other platforms must be approved prior by the Director of Technology. Links to recordings should not be public on your teacher website, and found only in Google Classroom or privately shared.
- Please stay OFF social media, unless it is related to your duties and/or you are assisting a student with Instruction.
- Cloud storage such as Google Drive or Microsoft OneDrive is to be used. Personal external storage is not recommended and will not be supported by the district.
- Google Classroom is for Students and Teachers only, not parents.

**Educators should be mindful of digital resources that require teachers or students to create online accounts. Please check district policies and consider HIPPA, FERPA, and COPPA laws with regards to student privacy BEFORE implementing these digital resources.**

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- If a student does not have internet at home, but wishes to take a device home to complete assignment, the student must download the content beforehand while connected to Internet and use the Offline Content capability to complete assignments which will upload once the device obtains an internet connection again.
- Students are not to share a device; they shall be assigned a specific device. If the student wishes to take the device home, their parent/guardian must complete the take home form and pay the \$15 fee which will be for obtaining parts to have on hand in repairing devices when needed due to accidental damages.
- Certain devices purchased with specific funding sources including Exceptional Education and Perkins will not be assigned to the general student population and there will be further guidance on those specific devices from their program directors for usage.
- Frequent sanitization of Technology related equipment should occur. (refrain from using certain cleaners as they may damage the equipment).
- Teachers assigned a device or wishes to take a device home, must acknowledge that you are responsible for any accidental damages that might occur while in your possession.
- Chromebooks or other devices assigned to either Students/Teachers are their responsibility to assure maintain charged for instructional use daily unless the school has provided a procedure made available for the devices to be charged.
- Teachers/Staff shall not provide third party vendors or anyone outside of the district with any student information (exports) that may violate our district privacy policy. All Staff must work with the Director of Technology to assure all federal, state and local policies and laws are followed.
- Regardless whether in-person or virtual, all students must complete Internet Safety Instruction, and this is being provided electronically this year. The students will have the first month to complete this instruction, otherwise their accounts will be disabled to all district resources until it's completed. This is to meet CIPA compliance.
- All Students and Staff must complete an Acceptable Usage Form (AUP).
- Teachers/Staff needing Technology Support is encouraged to create a support ticket through the district Help desk Portal via our District Website. Email and Phone calls will be taken but tickets through the portal will take priority unless otherwise determined an emergency by the Director of Technology. Please refrain from stopping Technology Staff in person to request support as you may delay them providing support timely for everyone.
- Students needing Technology Support will utilize the District Helpdesk portal via our District website.
- Ear phones and other accessories are not to be shared among students, they must have their own.

*This document will be updated as additional information changes or becomes available.*

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