

DATE:

05/23/2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve the Technology Integration Handbook

APPLICABLE BOARD POLICY:

08.232 Instructional Resources; Administrative Procedures 01.51

HISTORY/BACKGROUND:

The Board of Education approved the implementation of the 1:1 initiative on July 6, 2020. The program will continue to grow and develop college and career ready students with 21st century skills. The district has updated the Technology Integration Handbook to reflect changes to the 1:1 model on February 7th, 2022. The handbook includes topics such as: student use of devices, curriculum integration, professional development, and digital citizenship. The handbook also outlines the payment process, internal asset tracking, and repairs maintenance for all devices. The handbook will continue to evolve and be updated as necessary.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Approval to the 2022-2023 Technology Integration Handbook

CONTACT PERSON:

Matthew Winkler and Joe Chavez


Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Schools Technology Integration Handbook

2022-2023



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Kenton County Technology Integration Initiative

Excellence is the goal of the Kenton County School District (KCSD). Implementation of the digital conversion (DC) will transform teaching and learning to ensure that students learn at higher levels while mastering content standards. The DC will foster new, creative, and innovative ways of learning and will be observable through the 7 concepts of the *Kentucky Academic Standards for Technology*:

- Empowered Learner
- Digital Citizen
- Knowledge Constructor
- Innovative Designer
- Computational Thinker
- Creative Communicator
- Global Collaborator

KCSD strongly believes that technology is a “tool” to enhance instruction and learning, allowing students to have the world at their fingertips. When used appropriately, technology will take our classrooms to new levels of learning for ALL KIDS, ensuring they are fully prepared for the 21st Century and College/Career ready.

This handbook outlines several items for successful implementation of this initiative while ensuring everyone has a clear understanding of the guidelines for our Digital Conversion.

Ownership

KCSD retains sole right of possession and ownership of all devices utilized in the Digital Conversion and grants permission to the student to use the device according to the rules and guidelines set forth in this document. Failure to follow the terms of this handbook may result in disciplinary action, including but not limited to confiscation of any and all devices accessed by the student and revocation of student access to KCSD technology. KCSD reserves the right to monitor and log the use of its technology and network by users. In addition, KCSD reserves the right to examine user files and materials as necessary. Additionally, KCSD administrative staff has the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using KCSD computers, networks, or technology.

Equipment Provided Through DC Program

All devices include a chromebook, charger, software, and other miscellaneous items (hereinafter collectively referred to as "Device"). KCSD will retain records of the serial numbers of provided equipment.

Responsibility for Electronic Data

It is the sole responsibility of the student to backup data as necessary. KCSD does not accept responsibility for backup of student material.

Device Use and Guidelines

Technology, when used appropriately, offers opportunities for teaching and learning in ways that traditional instruction cannot replicate. The following is a list of guidelines that govern the use of KCSD's devices and network resources to enrich daily instruction and learning.

Students will:

- Only access the system for educational purposes.
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Keep usernames and passwords and personal information confidential. (Student names, telephone numbers, and addresses should NEVER be revealed over the system.)

Students may not use network resources*:

- To engage in harassment, bullying, or cyberbullying of any individual.
- To instant message or chat during class unless related to academic expectations and set forth by the teacher.
- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains inappropriate language or actions, pornography, or other sexually explicit material. KCSD will monitor the system for inappropriate usage.
- To download, stream or listen to internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. KCSD will monitor the network for violations.
- To access web sites or other content blocked by the district via codes, proxy anonymizers, or any other method.
- To conduct any activity that violates district/school rules, KCSD Board Policy, or local/state/federal law (the law).
- To access the data or account of another user.
- To install any software onto KCSD devices unless instructed to do so by your teacher or STLP coordinator. (This does not pertain to normal updates to existing programs on the computer.)
- To copy KCSD school software. (Copying school owned software programs is considered theft.)
- To attempt to change any KCSD network or server configuration or the configuration of the device.
- To use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- To give user name(s) and/or password(s) to anyone other than parents/or legal guardians.
- To record (audio or video) staff or students without their consent, knowledge, and permission.
- To forward email commonly known as "SPAM."

*Network resources in this document refers to all aspects of the district owned or leased equipment including, but not limited to, computers, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These guidelines apply to any use of district network resources whether this access occurs while on or off campus.

*****Students must follow these guidelines at all times when using KCSD technology.****

Discipline

Any student who violates the guidelines and expectations relative to this handbook/technology use will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, a KCSD administrator or designee will decide appropriate consequences in accordance with board policy, school policy, and the law.

Student violations may also result in the student's access to KCSD technology being limited or revoked, and/or students having their hard drives restored to original settings. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

KCSD Monitoring of Devices

KCSD will do everything possible to keep students safe when using technology. This includes the installation of content filtering software on all Devices. It is possible that restricted content may not always be stopped by filtering software. KCSD does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of our school district. KCSD expects students to use technology appropriately and follow all policies when using the internet. The district believes that parent or legal guardian supervision of technology use outside of school is of critical importance to ensure student safety and compliance with district policies and the law. Students found in violation of the policy will be subject to disciplinary action under KCSD policies.

Device Care and Damages

The guidelines below govern Device care and damage.

- The student or parent/guardian will notify the school (teacher, administrator) and/or Help Desk if Device or Charger is damaged.
- Device or Charger will be turned into the school or Help Desk for repairs.
- When damage occurs due to intentional conduct or gross negligence as determined by KCSD administration, KCSD reserves the right to charge the student and parent/legal guardian for damages to the device at the rates listed below. Examples of gross negligence include, but are not limited to:
 - Leaving equipment unattended and unlocked, including damage or loss resulting while at school.
 - Lending equipment to others.
 - Using equipment in an unsafe environment.
 - Using the equipment in an unsafe manner.
 - Any drop or physical damage of Device.
- Note: A Kenton County District student who transfers within the county will retain their current device. If a student is leaving the district the device will need to be returned to the school.
- If the student leaves the school district and does not turn in the device, KCSD will make a reasonable effort to obtain the device and case. If those efforts are unsuccessful, KCSD will treat it like a stolen device and will notify the appropriate policing authorities.

Lost or stolen devices will be assessed as follows:

| | |
|----------------|--------------|
| Year 1 | \$385 |
| Year 2 | \$285 |
| Year 3 | \$185 |
| Year 4 | \$85 |
| Charger | \$65 |

Note: If the device is reported as lost/stolen the district must be provided with a police report and the associated cost before another device can be issued.

Student Use of Device

Student Use in Classrooms

KCSD's goal is for every student in grades 1-12 to utilize technology to enhance learning and ensure college/career readiness. Therefore, students will be required to take their device to every class daily. Please ensure that the device is charged at home and ready to be utilized throughout the day. The Chromebook is considered to have the same purpose as a textbook. Although Chromebooks may not be used daily in classes they will be needed to access activities and materials provided from the teacher through *Schoology*.

Bringing the Device to School

It is imperative that students bring their fully charged device to school daily for learning.

- Teachers will design lessons and classroom structures based on students having access to their device.
- Students who accidentally leave their device at home will need to report to the office to contact someone who can bring the device to school.

Charging of Devices

It is the students' responsibility to have their devices charged each day when they come to school.

- During a normal school day, a fully charged chromebook typically can be used an entire school day with no additional charging required. If a student comes to class with an uncharged device, consequences may result.
- Students should establish a routine for charging the device before arriving to school.
- It is the student's responsibility to maintain the power adapter and cable.

Downloading Programs & Personalizing the Device

- Only KCSD's Technology Department or its authorized representatives may install applications/software on student devices. (This does not pertain to normal updates to existing programs on the computer)
- **Stickers and other markings on the outside of the device will not be allowed. Each device is easily identified by an asset tag that is placed on the device by KCSD and may NOT be removed.**

Earbuds/Headphones

- The use of earbuds/headphones in class and/or during the regular day must be authorized by the classroom teacher or administrator.

Student Access to the Internet

- At school, students will have access to the internet through the school network.
- When not at school, students can access the internet on district devices if they have internet access available. As with any other internet-enabled device, *KCSD recommends that parents/or legal guardians monitor their student's time and activities on the internet.*
- The device's content filter will also be in place when students access the internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the internet.
- If prohibited or inappropriate web sites or content are accessed by accident, the student should immediately leave the site and report the incident to his/her teacher.
- Students that purposely circumvent the filter will result in disciplinary actions.

Video Capability

Each student chromebook is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and develop 21st Century communication skills.

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- Recording a classroom lesson for playback for improvement (Teacher permission required)

Gaming

All games must support education and learning.

Printing at School

Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home. If a student chooses to print schoolwork at home, we suggest using the following options:

- Save the file on the student's Google Drive to access from a home computer.
- Save the file on a thumb/flash drive and use the home computer to print.
- Email the file to the student's outlook email account. Use the home computer to access the web-based outlook, and print from the home computer.

Safe and Appropriate Use of Technology

- Students will receive instruction in safe, ethical, and appropriate use of technology prior to issuance of a device. It is important that students are aware of safe and appropriate use of technology for their own protection and to ensure the safety of others.
- Standards covered in these learning sessions include:
 - DC1: Recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world; act and model in ways that are safe, legal and ethical.

- DC2: Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
- Topics covered in these learning sessions will include information on Media Balance and Well-being; Privacy and Security; Digital Footprint and Identity; Relationships and Communication; Cyberbullying, Digital Drama, and Hate Speech; and News and Media Literacy.
- As always, any unsafe/unethical/inappropriate device usage should be reported to the classroom teacher and/or building principal.
- Students should NEVER allow anyone else to use their device. Parents or guardians may utilize the device for the sole purpose of monitoring their student's use or classwork. Personal/business use of a device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using the device will be the student's responsibility.

Device Care

Students are expected to follow all the specific guidelines listed in this document and take any additional precautions to protect their assigned device. It is a student's responsibility to maintain a 100% working device at all times.

General Care of Device- School and Home Use

- Treat this equipment as if it were your own property.
- While working, center the chromebook on the desk. Follow all directions given by the teacher.
- Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing.
- Do not put stickers or use any type of markers on the device.
- Do not remove or interfere with the asset tag or any identification placed on Device.
- Keep the equipment clean. For example, don't eat or drink while using the device. Exposure to liquids will severely damage a device. Do not put a bottle of water/pop/etc. in your backpack with your device-even if it is sealed.
- Do NOT charge your device while it is in a backpack or bag. This could cause it to overheat.
- To save battery life and protect the screen, close the lid of the computer when it is not in use.
- Turn the computer off if not used for an extended period of time. Fully shut down the device when it won't be used for an extended duration. Simply putting your device to sleep by closing the lid and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- Always use two hands to carry the chromebook. **NEVER** walk from one location to another with an open computer. This is applicable at school and at home.
- Device must be stored in a safe place (A locker, when locked, is considered a safe place).
- The device should not be placed where heavy objects may be set on top of it, causing damage.
- The device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- Devices left in bags in unattended classrooms or other areas will be confiscated by faculty or staff as a protection against theft. If confiscated, the student may be subject to disciplinary action.

Troubleshooting

1. Students should always try to fix the problem first.
2. Restarting the chromebook is always the first step in troubleshooting.

3. If appropriate, a student may ask a classmate for help with the issue.
4. Students are reminded to limit time spent troubleshooting, so they do not miss instructional time.
5. When appropriate, students should ask the teacher for assistance.
6. If basic repair steps do not work the teacher will contact the student tech team, the STC, the Technician, or Help Desk for assistance.
7. If the problem results in a lengthy period for repair, a loaner may be distributed to the student.
8. The student has the responsibility to frequently save all electronic data as KCSD assumes no responsibility for lost data/work.

Help Desk Information

KCSD is currently working to establish a help desk throughout the district. As we continue to develop the help desk more information will be available in this section.

Parent/Guardian

KCSD makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the chromebooks in the home. There are several responsibilities assumed by the parent/guardian as outlined below:

- Sign the Student/Parent Device Agreement Form that Parents/Guardians have read, understand, and agree to the information/terms in the digital conversion handbook, the student pledge, and Kenton County Schools Acceptable Use Policy accessible at:
www.kenton.kyschools.us/docs/AUP2012.pdf
- The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.
 - Investigate and apply parental control
 - Develop a set of rules/expectations for chromebook use at home. Some websites provide parent/child agreements for you to sign
 - Only allow chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms
 - Demonstrate a genuine interest in what your student is doing on the chromebook. Ask questions and request that they show you his or her work often.

School Software Purchases

All software license agreements require Board approval prior to being signed by the Superintendent/designee. Each school using licensed software shall have on file a copy of the executed agreement, the original disk, or the original documentation. When purchasing software, reference the [School Software Purchases](#) sheet.

Curriculum Integration

In order to meet our mission statement, technology integration must be approached in a systemic way that helps both staff and students integrate technology on multiple levels. In conjunction with the KAS technology standards KCSD is currently developing a progression model that will outline what technology use looks like across the grade levels. When the development of the tool has completed more information will be added to this section.

Instructional Technology Coach

The purpose of the Instructional Technology Coach (ITC) in the KCSD is to provide school staff with initial/ongoing training, guidance, and resources on integrating technology into student learning (see job description), including KAS standards for technology. In addition, the ITC will promote a well-organized, functional technological environment in which students can take full advantage of the instructional program and available resources.

By meeting and collaborating with district staff and other school level ITCs on a monthly basis, ITCs will implement systemic professional learning for 1:1 classrooms. Using the [SAMR model](#), training will focus on continual staff growth toward the improved integration of new and emerging technology into the Cycle of Quality Instruction. To determine an appropriate learning continuum, the ITC will assist the school administration team with monitoring the effectiveness of technology integration using the Instructional Walk Form with technology resources and providing additional support to staff as needed.

Kentucky Academic Standards for Technology

Students will demonstrate their mastery of the [Kentucky Academic Standards for Technology](#) across grade levels and content as integrated by each school. School councils will have input on where these standards are best implemented based on the level and structure of the school. Schools will submit their technology curriculum timeline to central office for final approval by August 1st of each school year.

Learning Management System (LMS)

Beginning the 2022-2023 school year schools will be using *Schoology* as the learning management system. *Schoology* will serve as the main platform for online instruction that allows students, teachers, and parents the ability to have curriculum available online. The platform will allow 24/7 access to instructional material as well as enhance the classroom experience by allowing students to have access to previous classroom materials and have live feedback throughout the course. In addition to *Schoology* schools will be utilizing *Performance Matters* as a data analytics tool to measure student mastery of standards over time. These tools will serve as the foundation pieces for the classroom structure allowing the teachers to enhance their instructional practices opening the doors for deeper dives into content and varied methods for students to demonstrate mastery of standards. *Schoology* will be used regularly to help students access work, direct students to online instructional material, as well as deliver common assessments through *Performance Matters*. There will continue to be ongoing training for all staff in regards to the LMS throughout the year. The district will establish instructional norms to include minimum basic expectations for all employees around the use of our learning management system.

Digital Citizenship

In addition to learning and practicing the *KAS Standards for Technology*, students need to learn how to navigate the internet in a wise and safe manner. Ensuring students understand the importance and impact of good digital citizenship is a collaborative effort between students, parents, and educators. While these topics should be on-going in conjunction with instruction of the KAS Standards, students should receive instruction on the main elements of digital citizenship by October 1st.

KCSD will utilize Google's [Be Internet Awesome](#) as an instructional resource for the elementary grades. The instruction focuses on 5 key elements:

1. Share with Care
2. Don't Fall for Fake
3. Secure your Secrets
4. it's Cool to Be kind
5. When in Doubt, Talk it Out

Elements from Google's Be Internet Awesome may be accented with other digital tools that are age appropriate, such as NetSmartz.

Grades 6 and up will utilize [Common Sense Media](#) as an instructional resource for digital citizenship. Key Elements include:

1. Media Balance & Well Being
2. Privacy & Security
3. Digital Footprint & Identity
4. Relationships and Communication
5. Cyberbullying, Digital Drama, & Hate Speech
6. News & Media Literacy

Technology Integration Review

The district will provide an annual update of the technology integration implementation. The evaluation will be conducted by a committee of teachers/principals involved in the implementation and will include results from: surveys, data to include district/classroom/school assessments (formative/summative) and state assessment results. An evaluation report will be developed and presented to the Kenton County Board of Education on an annual basis addressing the district's essential question: *How does the use of the resource improve student achievement in a measurable way over time?*

Components of the review will include but are not be limited to:

- Surveys for all stakeholders 2 times a year.
- Instructional walks
- Data, trends, and growth toward SAMR
- Student products and growth towards SAMR
- Student Achievement Data
- Annual update to the board

APPENDIX A

Documents and Resources

[Chromebook Collection](#)

[End of Year Chromebook Return Sheet](#)

[School Technology Purchases](#)

Supplemental Positions and Descriptions:

[Instructional Technology Coach](#)

[STLP Coordinator](#)

The SBDM Council has reviewed the Kenton County Schools Technology Integration Handbook.

- We understand that the KCSD digital conversion is a commitment to change the way students are educated in Kenton County Schools.
- We agree to ensure that all policies and procedures with regards to instruction are in line with the digital conversion initiative.
- We realize that the device is only a tool to enhance education opportunities for KIDS and we are committed to ensuring growth opportunities for our staff to ensure effective use of the device.
- We acknowledge the devices are district owned and our school will ensure that all devices are accounted for on a regular basis to protect the Digital Conversion program.
- We understand that a lack of accounting of the devices may result in our school being charged for the cost of the device.
- Currently the district 1:1 program is being funded through ESSER funds. Beginning fiscal year 25-26, schools will be responsible for \$32 per student through Section 7 SBDM funds. At that time SBDM Councils will need to approve these funds for this 1:1 Program