

iPAD FAMILY PILOT PROJECT

SCOPE OF WORK

PARTNERS: Covington Independent Public Schools, James E. Biggs, the City of Covington, Read Ready Covington, University Researchers (TBD)

Timeframe: July 1, 2022- December 15, 2025

YEAR ONE: July 1, 2022- June 30, 2023

August-September 2022: Legal contracts, including agreement about scope of work, rights and responsibilities, data sharing and confidentiality expectations are completed and signed by the City, Read Ready Covington, and Covington Independent Public Schools.

September 2022: CIPS IT department orders designated iPADS, cases, and insurance -one for each child/family in the 2 classrooms.

September 2022: CIPS identifies the 2 classroom teachers leading the program at James E. Biggs Preschool. James E. Biggs administration, in collaboration with Read Ready Covington, will develop the calendar of family engagement supports, resources, and literacy experiences along with any program guides.

October 2022: James E. Biggs families are invited to participate in the classroom pilot program by JEB principal and faculty. Each family will be given a binding contract agreement about use/maintenance/program participation, responsibilities and rights to be signed and witnessed prior to distribution of iPad tablets.

November 9, 2022: All Family agreements are signed and returned to James E. Biggs and a copy is provided to Read Ready Covington.

October 2022 -or when the iPADS are received by CIPS: iPADS are formatted by CIPS IT and installed with appropriate network and software and security within district policy.

November 2022- early April 2023: Teachers model usage weekly; demonstrating effective content and progression of lessons.

Dates: Family Literacy Night programs:

Nov. 9, 2022; Distribution and Training: JEB and RRC host Family Night that includes training/Q&A/iPAD distribution. Families agree to use at home November 2022 through early April 2023(4 times weekly for 15 minutes each session).

January 2023 Family Night will integrate F2B/CKU skills and knowledge with established Kindergarten readiness benchmarks.

April 24-28, 2023: All participating families return the iPads to JEB. iPads are then reformatted by CIPS IT. Each participating family will complete a survey made available in Class Dojo and in paper form and return it to JEB by April 28, 2023.

May 2023: Families that have completed the pilot program receive a certificate of ownership along with a selection of print books for their home library and assorted family resources provided through Read Ready Covington. Distribution is projected to be at the graduation ceremony.