





Priority:

In order to ensure a strong start to 2020-2021, school system leaders will ensure that there is a 1:1 student ratio for devices (laptop or tablet) and internet connectivity for every student grades Pre-K-12 and a plan to issue these devices to students for use at home, if necessary. If Internet access is unavailable, the school system will ensure students have a reliable phone line.

Introduction:

School system leaders must prepare for a school year that includes a variety of teaching and learning models. This document will support schools in the development of technology plans to ensure the priorities listed below are achieved for all students.

	Key Actions	Resources/Examples
	<p>Confirm students' needs.</p> <ol style="list-style-type: none"> 1. Which students need a school-issued device? 2. Which students do not have access to the internet due to affordability issues? 3. Which students do not have access to the internet due to availability issues? 	<p>Systems/schools may choose to use an electronic or a paper survey, where needed. Other options:</p> <ul style="list-style-type: none"> ● Send communications to parents explaining the need for remote learning contingency planning. ● Encourage families to leverage low-cost internet options. ● Request that parents communicate to the school if they cannot afford the low-cost options or if there is no internet availability in their location. <p>Survey Templates and Examples:</p> <ul style="list-style-type: none"> ● WiFi Family Survey School Example ● LDOE Jot Form Template ● Jotform Directions <p>Other Resources:</p> <ul style="list-style-type: none"> ● (New) Template Letter to Families: Technology ● (New) Talking with Families About Device and Internet Access
	<p>Distribute devices to students.</p> <ol style="list-style-type: none"> 1. Establish a device loaning contract for the parents and students to sign. Don't forget to include the following in the contract: <ol style="list-style-type: none"> a. List of devices issued, laptops or tablets, and MiFis in the contract b. Acceptable use policy c. (Note: Some schools collect a technology fee to fund insurance for device repair and/or replacement) 2. Consider tracking software. 	<p>Loaning Contract Templates and Examples:</p> <ul style="list-style-type: none"> ● LDOE Device Agreement Template ● St. Landry Parish: Tech Loan Agreement Example ● West Baton Rouge Parish ChromeBook Agreement Example ● Ascension Parish: Hot Spot Agreement MiFi Example ● Ascension Parish Practices <p>Hotspot Locations:</p> <ul style="list-style-type: none"> ● Public Libraries <p>Other Resources:</p> <ul style="list-style-type: none"> ● (New) Sample Technology Distribution Schedules

	<ol style="list-style-type: none"> 3. Provide basic information such as username, password, support hotline, training opportunities, and common FAQs. (Use technology support document referenced in step 3) <ol style="list-style-type: none"> a. Provide a list of nearby locations that have been set up as “hotspots” such as local libraries’ parking lots, the school parking lot, or other places where students can access WiFi long enough to download any necessary resources. b. Develop and communicate a schedule for families to pick up their devices. Coordinate the distribution of materials across campus to ensure social-distancing protocols. 	
	<p>Establish training plans for teachers, parents, and students.</p> <ol style="list-style-type: none"> 1. Make sure technology tools are consistent within the school and across grade levels. 2. Develop individualized Technology Support Document to serve as a first line of defense. The information on this document can be provided to families in multiple formats, a section on the school website, a slide deck, a video. The link or resource itself should be part of the device distribution packet. This document should answer common questions and provide self-serve technology assistance. 3. Develop online training for school-specific technology training needs. Leverage your technology staff, teachers, or “techie” teachers to provide this training. Be sure to use the questions that have been received to help guide the training content. 4. Consider external technical support for device issues. 	<p>Technology Support:</p> <ul style="list-style-type: none"> • (New) Sample Technology Support Document • (New) Technology Resource Links <p>Other Resources:</p> <ul style="list-style-type: none"> • (New) Sample Technology Training Schedules for Teachers • (New) Sample Technology Training Options for Students and Parents
	<p>Ensure privacy and security for distance learning.</p>	<p>Resource:</p> <ul style="list-style-type: none"> • (New) Privacy and Security for Distance Learning

	<ol style="list-style-type: none">1. Review or develop needed policies<ol style="list-style-type: none">a. Teacher-student electronic communicationsb. Online tool usage policies2. Communicate with teachers<ol style="list-style-type: none">a. Teacher-student communication policiesb. Online tools guidelinesc. Mandatory reporting laws	
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