

JELV TECHNOLOGY UTILIZATION POLICY

The Jessamine Early Learning Village seeks to integrate technology into the curriculum on a daily basis. We believe we are laying the foundation of technology usage in the student's future school career and beyond. Students will be exposed to a number of various technologies for multiple reasons: primary instruction, interventions, differentiation, and engagement. It is essential that we practice appropriate and meaningful technology usage as a staff as we serve as a model for our students.

TECHNOLOGY DEFINED

Technology is viewed as a tool and resource that provides a way for students to access information, organize their learning and show what they know.

STUDENTS WILL

Students will -

- Follow the District's Acceptable Use Policy
- Use technology to enhance learning
- Safely use technology in classrooms, specials, and during virtual learning
- Demonstrate basic knowledge of mouse operations, trackpad, touch screen operations, and keyboard operations

STAFF USE AND EXPECTATIONS

Staff will -

- Educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this plan/procedure, the [Children's Internet Protection and the Protecting Children in the 21st Century Act](#)
- Maintain privacy by not sharing their password with others
- Adhere to the Jessamine County School District's Copyright Policy and Acceptable Use Policy
- Sign Equipment Checkout Form before removing school-owned technology off of school grounds
- Check email on a regular basis to stay informed of school news, expectations, and announcements

TEACHER EXPECTATIONS

Teachers will -

- Fully implement Kentucky Teacher Standard 6 - The Teacher Demonstrates the Implementation of Technology - The teacher uses technology to support instruction; access

and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents, and the community; and conduct research

- Utilize the technologies in their room on a daily basis
- Use technology to communicate with parents/guardians/families
- Choose age-appropriate and curriculum-aligned software and digital activities for their students
- Closely monitor student use of technology devices
- Ensure students are supervised when accessing the Internet
- Keep technology in working order and ask for assistance from tech support by submitting an online ticket, if needed, in a timely manner
- Clearly state expectations to students before allowing the use of technology
- Use technology to differentiate instruction and provide interventions, as needed, to support all students
- Teach internet safety/digital citizenship instruction/training to all students during September & April Library specials rotations
- Provide direct instruction during library specials for all kindergarten students using Common Sense Media Curriculum

SCHOOL TECHNOLOGY COORDINATOR EXPECTATIONS

The School Technology Coordinator is the front line for meeting technology needs and implementing technology in the schools. The STC must keep the KETS vision and help others to use technology as a support for the students of Jessamine County.

School Technology coordinator will -

- Serve on the school's Technology Committee
- Serve on the District Technology Committee
- Update school's technology plan as part of the Technology Committee
- Be the clearinghouse for all technology purchasing for the school
- Per technology committee's recommendations, facilitate technology purchases throughout the year
- Maintain database of school's technology
- Keep JELV website up to date
- Plan, coordinate, and provide technology trainings to staff on an as-needed basis
- Assist the District Technician as needed to maintain working technology within the school
- Share technology news and updates to staff on a weekly basis
- Allocate technology resources equitably and where they will provide the most benefit to students
- Work closely with the District Technology Office
- Support and help carry out the services of the District Technology Office
- Model appropriate use of technology throughout the school

DIGITAL LEARNING COACH EXPECTATIONS

The Digital Learning Coach assists teachers in effective integration of technology into their instruction.

Digital Learning Coach will -

- Serve on the school's Technology Committee
- Serve on the District Technology Committee
- Assist teachers in implementation of technology standards
- Assist in the implementation of Digital Citizenship curriculum for students and teachers
- Coach/mentor teachers and staff in educational technology
- Model, demonstrate, and collaborate on effective instruction, incorporating technology
- Keep a global vision for technology use for all Common Core strands
- Assist with curriculum planning to integrate technology with all areas
- Provide just-in-time training to meet integration needs
- Recommend materials, resources, and strategies to teachers
- Share technology news and updates to staff on a weekly basis
- Model appropriate use of technology throughout the school

TECHNOLOGY COMMITTEE EXPECTATIONS

The Technology Committee will at a minimum consist of an administrator, STC, DLC, a District Technician, and representatives from all instructional areas of the school.

Technology committee will -

- Coordinate technology in the school to its most efficient use for student learning
- Discuss strengths and weaknesses of technology use and current state of equipment at the Village
- Complete a tech needs assessment every year and recommend a purchasing/replacement plan to fulfill needs
- Relay technology information to staff, as needed
- Model appropriate use of technology throughout the school

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: February 9, 2022

Date Reviewed or Revised: January 13, 2022