



River Oaks Elementary



Vanguard Magnet IB World School
Information and Communication Technology (ICT) Policy

Philosophy

In the world of today, it is not only about learning content, but learning tools and skills as well. At River Oaks Elementary we believe that ICT will both enhance these aspects of learning and promote creativity. The successful integration of ICT will provide opportunities to make connections globally and grow as internationally minded students. Students and teachers will collaborate to develop and broaden this valuable life-long skill.

Objectives

- To enable and encourage students to investigate the uses of technology that surrounds them in their everyday lives.
- To promote students' use of ICT as a tool for learning while developing skills necessary to aid in their understanding of its use.
- ICT should be integrated throughout the curriculum as a skills-based approach to communicate, work cooperatively, and gain and share knowledge.

Leadership

All stakeholders ~ administration, teachers, staff, parents, and students ~ will work together to ensure the implementation of the ICT policy, with the ICT coordinator managing the overall program.

All stakeholders will be accountable for:

- the technology application standards for all students
- ensuring the continuity and progression of skills
- the identification and allocation of ICT resources within the school's plan
- providing budgetary input for the continual advancement of the ICT program

In addition, the ICT coordinator will also be accountable for:

- contributing to the continuous progress of all teachers and staff in ICT by providing periodic staff development opportunities based on need and the advancement of technology
- supporting classroom teachers in the planning and implementation of ICT

Knowledge and Skills

All students will be entitled to the same access to ICT. Activities using ICT will be designed to allow for differentiated learning goals during collaborative planning sessions.

Approaches to Learning and Digital Literacy Skills

Approaches to learning (ATL) are an integral part of an IB education and complement the learner profile, knowledge, conceptual understanding, and inquiry. Formerly known as “transdisciplinary skills” in the Primary Years Programme (PYP), these skills will now be referred to as “approaches to learning”.

These skills are grounded in the belief that learning how to learn is fundamental to a student’s education. Five categories of interrelated skills aim to support students of all ages to become self-regulated learners who know how to ask good questions, set effective goals, and pursue their aspirations with the determination to achieve them. These skills also help to support students’ sense of agency, encouraging them to see their learning as an active and dynamic process (IBO 2017).

Embedded within the ATL are digital literacy skills that can be an invaluable resource for information gathering or processing, as well as for critical and creative thinking, communication, and collaboration.

Creativity and Innovation	
<p>By the end of 2nd grade students will use creative thinking and innovative processes to construct knowledge and develop digital products, including but not limited to:</p> <ul style="list-style-type: none"> *Tux paint *Kid pix *Storybird *Voice Thread *Digital Images *Kidspiration *Microsoft Office Word 	<p>By the end of 5th grade students will use creative thinking and innovative processes to construct knowledge and develop digital products, including but not limited to:</p> <ul style="list-style-type: none"> *Tux paint *Kid pix *Storybird *Voice Thread *Digital Images *Kidspiration *Microsoft Word *Microsoft PowerPoint *Blogs *Presentation media such as Zooburst, Glogster, Dipity, ToonDoo, xTranormal
Communication and Collaboration	
<p>By the end of 2nd grade students will collaborate and communicate both locally and globally using digital tools and resources to reinforce and promote learning through the following examples:</p> <ul style="list-style-type: none"> *Voice Thread *Teacher websites/blogs 	<p>By the end of 5th grade students will collaborate and communicate both locally and globally using digital tools and resources to reinforce and promote learning through the following examples:</p> <ul style="list-style-type: none"> *Voice Thread *Teacher and student websites *Blogs *Podcasting *ePals
Research and Information Fluency	

<p>By the end of 2nd grade students will acquire and evaluate digital content, including but not limited to:</p> <ul style="list-style-type: none"> *Pebble Go *Google *Brainpop, Jr. *Appropriate internet resources 	<p>By the end of 5th grade students will acquire and evaluate digital content, including but not limited to:</p> <ul style="list-style-type: none"> *Google *Brainpop *Discovery Education *NewsELA *New York Times *Destiny *Britannica School *Britannica Spanish *ESBCO HOST, eSebco, GALE, SIRS Discovery, World Book Online, ABC Clio *Renzulli *Appropriate internet resources
Critical Thinking, Problem Solving and Decision Making	
<p>By the end of 2nd grade students will apply critical thinking skills to solve problems, guide research, and evaluate projects using digital tools and resources:</p> <ul style="list-style-type: none"> *IIM *Imagine Language & Literacy *Dreambox *Pebble Go *MyOn *Flocabulary *OnTrack *Renaissance *Appropriate internet resources 	<p>By the end of 5th grade students will research and evaluate projects using digital tools and resources:</p> <ul style="list-style-type: none"> *IIM *GSuite *code.org *Imagine Math *Learning.com *SmartyAnts *Bubbl.us (graphic organizers) *Appropriate internet resources *Data bases
Digital Citizenship	
<p>As an on-going practice, students in grades K-5 will practice safe, responsible, legal, and ethical behavior while using digital tools and resources while adhering to acceptable use policies reflecting appropriate behavior, both educationally and socially, in a digital environment. This will be accomplished through lessons implemented by both the classroom teacher and ICT coordinator to maintain E-Rate Compliance.</p>	

Professional Development

To properly ensure students are developing the use of life-long ICT tools and skills, appropriate professional development must be offered to ensure those providing instruction are also proficient in the use of ICT tools and skills.

- dedicate one staff development day in August in which ICT mini lessons focusing on need and relevance can be presented by our own “tech gurus” or outside consultants
- dedicate a Wednesday staff development day once a month in which the ICT coordinator delivers mini-lessons based on grade level appropriateness (K-2, 3-5, whole staff)
- the ICT coordinator will research and inform staff of technology professional development sessions offered outside of school

Resources

ICT resources will be budgeted annually to meet the needs of students. A three-year projected budget plan will be developed to include consumables, the up-keep/replacement of technology, and the purchase of additional and innovative technology resources.

Technology Systems to Support Continuity of Learning

Microsoft Teams will be used to provide instructional support and host live class meetings with students. The district’s adopted learning management system (LMS), the HUB (itslearning), will be used to host, deliver, and manage content, instructional resources, and student assignments. The HUB will also be used to monitor student engagement and progress.

Teachers and students can use Microsoft Office 365 Suite and Google for Education Suite (G-Suite) to access a variety of productivity tools to enhance communication and support the creation of instructional content, resources, and other essential elements for the learning process. In addition, HISD’s Digital Resource page provides a variety of adopted educational resources that support student learning (Appendix F).

Overview of Technology Supports

	Office 365	Microsoft Teams	HUB	GSuite	Digital Resources	OnTrack & Renaissance	HISD Connect
Students	<p>Access HISD email & communicate with teachers</p> <p>Access online office suite</p> <p>Access & save documents to OneDrive</p>	<p>Attend live class meetings</p> <p>Communicate with teachers</p>	<p>Access and turn in-class assignments</p> <p>Access instructional Content & Resources</p> <p>Access Digital Resources</p>	<p>Access & Save Documents to Google Drive</p> <p>Collaborate with classmates for team projects</p>	<p>Access digital textbooks and ancillary resources</p>	<p>Access classroom and district assessment</p> <p>Access report and TEKS performance for instant feedback</p>	<p>Access school calendars and class schedule</p> <p>Monitor grades</p>
Teachers	<p>Access HISD email and communicate with campus administration</p> <p>Access Online Office Suite</p> <p>Access and Save Documents on One Drive</p>	<p>Create Teams Classes</p> <p>Conduct Live Class Meetings</p> <p>Communicate with Students</p>	<p>Share instructional resources with students</p> <p>Create assignments</p> <p>Monitor student progress</p>	<p>Access and save documents to Google Drive</p> <p>Create shared drives for department collaboration</p>	<p>Create and assign assignments from digital textbook</p> <p>Create ancillary assignments from resources</p>	<p>Create or assign assessments from campus or district level</p> <p>Analyze reports for Data Driven Instruction & monitor student progress</p>	<p>Input grades and attendance</p>
Parents	<p>Ability to provide students with support</p>	<p>Participate in Teams Meetings and Teams Live Events</p>	<p>Ability to provide students with support</p>	<p>Ability to provide students with support</p>	<p>Ability to provide students with support</p>	<p>Access data to provide students with support</p>	<p>Access student grades and attendance</p>
Campus Staff	<p>Access HISD email and communicate with staff and central office</p> <p>Access Online Office Suite</p>	<p>Create Staff Classes</p> <p>Conduct live meetings with the leadership team, departments,</p>	<p>Update the HUB campus page</p>	<p>Access and save documents to Google Drive</p> <p>Create a campus shared drive to share</p>	<p>Ensure accessibility for all students and teachers</p> <p>Monitor student progress</p>	<p>Create or assign assessments from campus or district level</p> <p>Analyze reports for data driven instruction,</p>	<p>Not applicable</p>

	Access and Save Documents on One Drive	and staff		resources		students progress, & campus goals	
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Office 365

HISD teachers and students have access to Office 365 for Education. It is an online, cloud-based suite that offers communication and productivity tools such as Outlook, Word, Excel, PowerPoint, OneNote, and OneDrive.

Use: Office 365 applications can be used for accessing email through Outlook and using the online versions of Microsoft products (Word, Excel, PowerPoint, OneNote & OneDrive). You can also access Microsoft Teams online for online meetings and classes.

Where to get support: [Academic Instructional Technology Training](#)
[Microsoft Training for Office 365](#)
[Office 365 Tips for Students YouTube Playlist](#)

Microsoft Teams

Microsoft Teams is a digital platform that offers virtual communication and collaboration between students and teachers. Students can be provided with continued support and enhanced learning experience through conversations, video and audio meetings, and live events.

Use: Microsoft Teams will be used as the District’s platform for student communication. By Microsoft Teams, teachers will be able to provide virtual instruction, continued student support, and other communicative needs of students.

Where to get support:
[Microsoft Teams Training](#)

The HUB (it’sLearning)

The HUB, also known as itslearning, is the district’s learning management system. The platform provides access to multiple digital resources to personalize instruction through digital lesson plans created by teachers and the curriculum department. Teachers can use the platform to create and grade assignments and share resources with colleagues and students.

Use: The HUB allows students 24-7 access to instructional material, coursework, and digital textbooks from any device and demonstrates mastery of a subject. Students can submit their assignments and projects, collaborate, and communicate with their classmates, and create blogs, discussion boards, and ePortfolios.

Where to get support: [Academic Instructional Technology Training](#) [itsLearning Support](#)

GSuite

GSuite is a cloud-based application that makes learning accessible anywhere with internet access. All HISD personnel and students have Google accounts that are managed by Houston ISD and accessed by using their district credentials and network password. Teachers and students have the GSuite for education which gives them access to Google Slides, Google Docs, Google Sheets, Google Forms, Google Sites, Chrome Sync, Google Drive, and Google Drawings.

Use: G-Suite can be used to collaborate, create, and edit files in real-time. It provides students with collaborative workspaces and access to an online storage system that can be shared and accessed across multiple devices.

Where to get support: [Google for Education Teacher Center](#)

[Applied Digital Skills for Students](#)

Digital Resources Page

HISD provides a variety of educational resources for students to access. The collection of resources is district approved tools and applications that include textbooks, content-specific applications, online reading libraries, and formative and summative assessment tools. An overview of the District's adopted tools can be found under ROE's ICT Policy by clicking [Digital Toolkit](#).

Use: Students and teachers can gain access to the education material needed for their specific class. Students can also access assessment tools such as Ontrack and Renaissance as well as check out books via MyOn.

Where to get support: **HISD Technology Service Desk**

Phone: 713-892-7378

Email: servicedesk@houstonisd.org

Device & Hotspot Distribution

The district will attempt to provide each family with a computer device and hotspot based on results from the @ Home Technology Access survey. Each campus should distribute all available devices to students with guidance from the HISD School Office. Once campus supplies have been depleted the district will centrally distribute additional devices. Detailed district plan for device distribution with locations and times. Priority distribution will be given to at-risk students.

Student device deployment process for newly enrolled students

Students new to HISD – All students must have a network account to receive a device. Students new to HISD high schools will be issued a PowerUp laptop within 3-5 days of enrollment. Students new to grades K-8 will contact their campus for device availability after 3-5 days of enrollment. The student must log into the laptop while the device is connected to the HISD network.

Students transferring from another HISD school – can be issued a computer device at the time of enrollment once the previous campus confirms the return of their device. The student must log into the laptop while the device is connected to the HISD network.

Process for students withdrawing from the district

Any student withdrawing from an HISD school, whether leaving the district, or transferring to another HISD school, must turn in their laptop to the original school. Each campus should develop a student withdrawal process which includes confirming the technology has been returned.

Process for device support

Repairs - If campuses are open and accessible, the campus tech will develop a weekly schedule to support device repairs. Students with damaged laptops will be able to swap their device for a working one during the scheduled repair times. The damaged device will be repaired, cleaned, and returned to campus to be reissued.

Password resets - Student password resets can be accomplished by:

- Emailing Mr. Johnson at bjohns31@houstonisd.org
- Using the password tool on the Parent Portal
- Calling the HISD Service Desk (713.892.7378)

Hotspots / Internet Access

The IT department, in conjunction with the School's Office and Finance Department will coordinate the purchase and monthly service charges payments for Hotspots or internet access

Technology Check out Form

District technology equipment will be loaned to the student named below under the following conditions:

- The equipment may only be used for educational purposes. Any other use may result in the loss of loan privileges.
- The equipment may not be used for any inappropriate, unethical, or illegal purposes, to include activities on the Internet, use of email and messaging, and access to digital media and programs. Violations of this policy may result in the loss of loan privileges and/or disciplinary action.
- The equipment and any district-installed software may not be modified in any way. No software can be copied, nor can any unapproved software be installed. Occasionally teachers may direct students to install authorized software packages from the HISD Software Center.
- The student's parent/guardian accepts financial responsibility for any intentional damage to the equipment or damage due to gross negligence. The district may take legal action to recover any unpaid costs of such damage.
- The equipment is the property of Houston ISD. All equipment must be returned to the school or department that issued the equipment or if the student withdraws from school. Equipment not returned as required may be reported to the police as stolen.
- The student will promptly report to the HISD Service Desk (713-892-7378, servicedesk@houstonisd.org) if any equipment is lost, stolen, or damaged.

Student Name (print) _____ Phone _____
Address/City/State/Zip _____
Student Signature _____ Date _____
Student ID _____ Grade Level _____

School Name _____

Equipment Model/Description _____

Serial Number _____

HISD Asset Tag (if available)

Accessories issued with equipment (power adapter, carry case, Keyboard, Mouse, etc.)

Technology Resources

At Home Technology Access Survey

[Houston ISD At Home Technology Access Survey](#)

HISD @ H.O.M.E Website

The district's website, <https://www.houstonisd.org/HOME> is a comprehensive source of information for home based ongoing mobile education.

The HUB (Its Learning): Learning Management System

<https://houston.itslearning.com> provides parents and students detailed information about individual teacher classroom assignments, lessons, handouts, materials, expectations and procedures.

*This policy will be formally reviewed and evaluated annually for revisions and/or updates by all staff members and shared with the ROE community.

Reference

IBO. 2017. *What is an IB education?* Geneva, Switzerland. International Baccalaureate Organization.