St. Libory CSD #30
E-Learning Plan
2023 – 2024

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day.

  o During e-learning students must be provided work from the teachers they were assigned to see on the missed day from multiple subject areas that equate to no more than 5 hours of participation. The work will be assigned to the students on the emergency day and will be due to be submitted back to the teacher or staff member by 9:00 p.m. the day it was assigned.

  o Elementary and Middle School Certified Staff: On an e-Learning Day*, the 7 hour workday for teachers shall be scheduled as follows unless otherwise directed:

    - 7:45 a.m. - 8:15 a.m. - Planning/preparation
    - 8:15 a.m. - Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed begins
    - 8:15 a.m. - 2:00 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring and support as needed
    - 11:15 p.m. - 12:00 p.m. - Duty Free
    - 2:00 p.m. - 2:45 p.m. - Verification/assessment of student work/engagement
    - 2:45 p.m. - 3:10 p.m. – Planning/preparation, professional responsibilities

- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.
  o St. Libory students in 3rd – 8th grade have chromebooks that they take home and have assignments to complete in Google classroom, and through their textbook provider, on a regular basis so it is understood that students have access to the internet and Google classroom. All students will be assigned work through Google classroom, Freckle, or other available

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resources.

- Elementary students do not take devices home but it is understood that most households have access to the internet either on a computer or cell phone. Students will have a combination of physical documents and digital document with which to work. When an e-Learning day is anticipated, teachers will work to put together physical packets for students to work with at home. The students can complete the work either electronically or on paper to turn in to the teacher. Teachers will create a matrix for their students to use as a choice for work to be completed for the day which will include activities in Literacy, Math, and Science. Special Education teachers will provide assignments based on students goals. Teachers will be available from (8:15-2:00) to support student learning and answer any questions.

- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.
  - Our district has the infrastructure and professional capacity is in place to support the adoption of eLearning days in place of traditional emergency days. The school staff will work with individual families to accommodate as needed. If there is a power outage or another issue out of the families control; staff will work with the student/parent to make arrangements for an opportunity for the work to be completed. Parents should reach out to the building Principal or classroom teacher to make these arrangements.

- Ensure appropriate learning opportunities for students with special needs
  - Students will special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider.

- Monitor and verify each student's electronic participation
  - All work will be delivered by 8:15 a.m. on the e-learning day. The work will need to be completed and turned in either electronically or in paper form to verify the student's participation by 9:00pm on the e-learning day. Kindergarten – 2nd Grade students who complete 3 assignments within the matrix will be considered "full day of attendance". Elementary students who complete 2 assignments will be considered "half day of attendance" and students who complete no assignments will be considered absent. 5th Grade – 8th Grade students who complete the assigned work from at least 75% of their assignments will be considered "full day of attendance". Students who complete between 25% - 75% of their assignments will be considered "half day of attendance". Students who complete no assignments will be considered absent.

- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning Student Participation will vary based on the grade level:

  - Kindergarten students will be engaged for 45 min
  - Grades 1-2, students will be engaged for 60 minutes
  - For Grades 3-4, students will be engaged for 90 minutes
  - For Grades 5-8, students will be engaged for approximately 120 minutes (45 min for ELA/Social Studies, 45 min for Math/Science, 15 minutes for Social Studies, etc.)
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
  - Communication will go to parents explaining our e-learning plan for the year and it will be posted on our website
- Provide staff and students with adequate training for e-learning days' participation
  - Q and A document was created to explain the e-learning day participation and procedures. Administration will be reviewing the expectations with staff at an upcoming staff meeting. Administration will have a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that are absent on the day of the meeting will need to meet with their administrator independently to review the information.

- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program
  - All teachers and aides have been assigned an iPad or chromebook for use at school and at home. Teachers and specialists will be available for support from 8:15 am to 1:15 pm. Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Google, post a question in Google classroom.

- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day.
  - The collective bargaining unit was provided with a copy of the e-Learning plan, and provided with time to give input, feedback and suggestions, prior to approval. The collective bargaining unit and the District agreed to the plan as written for the 2020-21 school year.

St. Libory Elementary School District 30
Dr. Thomas Rude, Superintendent

St. Libory CSD #30
E-Learning Plan FAQ
2023 – 2024

- How are assignments developed for e-learning days?

  - Teachers routinely create lesson plans for each school day. Lesson plans are changed, as needed, to allow students to access and learn the appropriate information via distance learning. Links, assignments, and videos can be provided to students to allow them to access the same information that they would have in a classroom setting.
  - A half-hour is allotted for teachers to prepare the plans for distance learning, and allows them time to send necessary links and information to students. Lessons will still be tied to state learning standards.

- How will I (or my child) verify that learning activities or assignments are completed?
  - Parents may ask their child to show them completed work prior to submitting it and/or if it is an activity that needed to be completed (game, read aloud, etc.) parents can write a note stating what the completed during that week and return to the teacher at the end of the day/week via e-mail or when the student returns to school.
  - Students can submit their work through google, freckle, or through the curriculum's online program. Teachers will be checking work each day for completion.

- If students are unable to complete assignments by the end of the day, what are the parameters for make-up work?
  - Teachers will be checking work to determine participation and verify attendance. If an extended due date is required, please contact the teacher to discuss the circumstances

- Will assignments be marked for completion or will assignments be checked for accuracy?
  - Assignments will be recorded as though they were completed in class or as a regular homework assignment. Grades recorded cannot lower a

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student's overall score/grade.

- If a student has a question about an assignment, how do they received assistance.
  - Teachers are available each day from 8:15 – 2:45, except for lunch, in order to assist and answer questions. Students/parents may contact teachers for guidance and support.

- What if there is a power/internet outage?

  - The district will take this into account and adjust the due date for any assignments. If this occurs, we ask that you contact the teacher.

- If a students has special needs or modified curriculum, how can e-learning address that? What about speech/language services, therapy, etc.?
  - Special education teachers and specialists are expect to reach out to their students during e-learning days. Assignments will be modified by the classroom teacher.

- If a parent or student needs technical support on an e-learning day, what can we do?
  - Contact the classroom teacher to see if he/she can assist. If not, the superintendent/principal will be contacted. In the event that more assistance is needed, we will reach out to our IT specialist.

St. Libory CSD #30 Technology Agreement

Purpose: St. Libory CSD #30 may provide and assign students a device for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure, and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The Student will:

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly, bringing it to school each day with a full charge.
3. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
4. Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the Internet content is filtered both when the student is at school and when on any other public or private network.
5. Back up important data files regularly
6. Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
7. Follow copyright laws and fair use guidelines and only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use for school related work.
8. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
9. Transport computer in sleep mode, with screen closed, and in their protective case (if supplied).
10. Provide their own headphones and/or ear buds as needed for school related work.
11. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
12. Return (including the charger) the device and carrying case (if supplied) upon transferring out of school or at the end of the year.

RESTRICTIONS

The student will not:

1. Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized
2. Reveal or post identifying personal information, files or communications to unknown persons through e-mail or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, filed or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share or store any materials that are unacceptable in a school setting.
9. Modify or remove the serial number, model number, or other identifying information.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

1. You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
2. While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, or crushing the device.
3. Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
4. Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
5. Do not stack objects on top of your 1:1 device; do not leave outside or use near water such as a pool.
6. Devices should not be left in vehicles
7. Devices should not be exposed to extreme temperatures (hot or cold) or in climate weather (rain, snow)
8. Do not store or transport papers between the screen and keyboard.

COMPUTER DAMAGES

If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the students/student's family is responsible for paying repair costs according to the repair costs determined by St. Libory CSD #30 up to the full cost of a replacement device. St. Libory CSD #30 reserves the right to charge the Student and Guardian(s) the full cost for the repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines delineated above.

A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.

If the device charger or carrying case id damaged or lost, the students is responsible for replacing it.

Access to a district provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with district technology agreements outlined in this document

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I have received, read, and agree to abide by the Acceptable Use Policy Rules.

Student Name (printed)_____ Student Name (signature)_____ Date_____

Parent Name (printed)_____ Parent Name (signature)_____ Date_____