

Tech Use Guidelines

Rationale (Why)

Technology is a critical component of the student educational experience, and creating consistent and predictable routines around the use of technology will help students feel a sense of belonging.

Vision

Technology in the classroom is leveraged to enhance the educational process, not to simulate the educational process for students. Classrooms will be free of cell phones, in compliance with state, district, network, and campus cell phone policy of not having cell phones in classrooms. Laptops will be leveraged to complete tasks online or using digital software. Students will respect clear boundaries that teachers create about when and how technology is to be used in the class. Use of generative AI to create academic content for student submission is strictly prohibited, with consequences falling under the [academic integrity policy](#).

Criteria For Success

- ☐ Students are in compliance with state, district, network, and campus cell phone policy of not having cell phones in classrooms.
- ☐ If a lesson uses technology, teacher provides students with opportunity during First Three to charge laptops.
- ☐ Teacher clearly identifies when technology is to be used within scope of lesson, and what sites or applications students will be using.
- ☐ Teacher assigns Tech Use RP for students who are on sites or applications not relevant to the task.
- ☐ Students are in compliance with academic integrity policy by avoiding generative AI use to complete tasks.

Time	Student Actions	Teacher Actions
During First 3 1-2 minutes	Students may plug laptop chargers into outlets.	Teacher provides time and opportunity for students to plug technology in if it is being used that day.
Prior to instructing students to access laptops.	Students track teacher and listen to instructions.	Teachers provide succinct summary of what task students will be completing with technology. Teachers provide clear instruction for students on what application or

1-5 minutes		website students will first be opening on laptop.
After instructing students to open laptops 2 minutes	Students get out laptops and log in, opening appropriate website or application as needed.	Teacher monitors student progress and assists with any hardware or login issues.
While Using Laptops (task dependent timeframe)	Students are using laptops as needed. Students will close laptops halfway upon teacher request to hear further instructions.	Teacher monitors academic output and is able to access all student screens on their monitoring laps. Teacher will ask teacher to close laptops halfway (known as 45ing, pizza boxing, pac-manning, setting at half-mast, and myriad other terms) when needed to deliver additional instructions.
At end of task 1 minute	Students will close laptops when instructed to by teacher.	Upon completion of the task, student will inform all students to close their laptops.

Staff Expectations and Possible Scripting

Staff is...

- Providing opportunity for students to plug laptops in at the beginning of class.
- Prepared with contingency plan (hard copies or partner/group activities) for students who don't have access to laptops.
- Providing a clear outline of the task prior to asking students to take out laptops.
- Providing clear prompts for getting whole class attention during laptop tasks.
- Providing clear indications of what software students are to be accessing.
- Monitoring student activity during technology-based portions of lessons, either by circulating or accessing student work on teacher laptops.

Staff is not...

- Restricting access to chargers for technology-based lessons.
- Allowing lack of materials to be a barrier from accessing technology-based lessons.
- Allowing students to access technology during non-technology based aspects of lessons.
- Allowing students to continue using technology after technology-based task has been completed.
- Using technology-based tasks as busy work while teacher completes unrelated tasks.

- Providing clear indication of when students are finished using laptops for the day.

Possible Scripting:

- During First Three.
 - “We will be using laptops today so please ensure your computer is plugged into a charger during our First Three”
 - (At threshold) “Good morning __, good to see you, we’re using laptops today so make sure to plug in your laptop.”
- Prior to students accessing laptops:
 - “Today we will be using laptops. We will be accessing (software) to complete (task). When I say “Go,” you’re going to open your laptop, log in, and open (software).
 - You may have multiple slides to describe the task. It is helpful to provide an overview of instructions prior to students having laptops open, as they may become distracting to students following your instructions.
 - “If you are having tech issues, please raise a silent hand, I will be coming around to monitor and make sure we’re all able to access (software).”
- Positive narrate (especially helpful to establish pacing — some kids are naturally quicker with tech than others)
 - “__ is logged into their computer and is opening up (software).”
 - “I see __ has raised a hand, I will be coming to assist them, please continue getting logged in.”
- Example attention-getter during laptop task
 - “Please half-mast your laptops and track me up front in 5... 4... I see __ has their laptop pizza boxed, everyone should have done so and be tracking me in 3... with voices off so you can hear my next direction in 2... and 1. I see 100% of laptops at 45 degrees, that is a class point.”
- Example redirect if student is on inappropriate or irrelevant website or application:
 - “__, the expectation is that we are using (software) for (task), this will be an RP for inappropriate tech use, please get back on track with us, you’ve got this.”
- Closing laptops.
 - “We are going to close laptops in one minute. Please finish what you are working on and be ready to transition.”
 - “__ has submitted their work and is ready to close up their laptop.”
 - “At this time you may close your laptops and track me at the front of the classroom so I know you are ready to move on to our next task.”
 - “At this time you may close your laptops and silently begin packing up as part of our Last Three.”

Cellphones/Electronics

Rationale

The daily expectation to have cell phones, AirPods and any other personal electronics kept in their lockers help us to create a safe and welcoming space for our students. Limiting access to personal electronics limits cyberbullying, sexting, harmful conversations, and classroom distractions. This also contributes to the efficiency in case of emergencies that can occur on our campus.

Student Action

- ☐ Upon arrival student will power down cellphone/electronic devices and place them in backpack
- ☐ Backpack will be placed in locker prior to arriving at advisory
- ☐ Refrain from phone usage during the day unless given explicit permission due to an emergency.

Teacher Actions

- ☐ Adults will be at thresholds and present in hallways having proactive conversations and interactions with students.
- ☐ Providing verbal reminders to student to place electronics in lockers
- ☐ Turn collected phone into front office and provide name and grade of the student for identification.