

# Digital Response to Intervention Procedure

for

Water Canyon High School



2019-2020

## School-Wide Digital Tool and Resource Use Expectations:

Teachers	Students
<ul style="list-style-type: none"> <li>● As part of this plan, I am familiar with and will abide by policies:                             <ul style="list-style-type: none"> <li>○ <a href="#">0006</a></li> <li>○ <a href="#">3700</a></li> <li>○ <a href="#">3710</a></li> <li>○ <a href="#">3720</a></li> <li>○ <a href="#">3730</a></li> </ul> </li> <li>● Teachers and leaders will communicate with and teach stakeholders that the district monitoring system is used as a tool that supports and encourages effective teaching and appropriate digital tool and resource use. Teachers help learners choose to engage in high quality teaching and learning experiences. This helps learners develop the skills that will enable them to act as responsible citizens, employees and adults.</li> </ul>	<ul style="list-style-type: none"> <li>● Students use of school digital tools and resources will be for instructional and educational purposes. Free time may be offered by teachers; however, free time must conform to the following guidelines:                             <ul style="list-style-type: none"> <li>○ Content viewed or listened to must be school appropriate.</li> <li>○ Content must comply with the district acceptable use policy.</li> <li>○ Content must be appropriate for the class and situation.</li> </ul> </li> <li>● Students are expected to be on task and to use school tools and resources as outlined by the classroom teacher, substitute or administrator.</li> <li>● Students will earn a digital driver's license (DDL) that will allow them to use their personal device in the school outside of class. Personal devices may not be used in class without the express permission of the teacher.</li> <li>● As part of this plan, I am familiar with and will abide by policies:                             <ul style="list-style-type: none"> <li>○ <a href="#">3700</a></li> <li>○ <a href="#">3710</a></li> <li>○ <a href="#">3720</a></li> <li>○ <a href="#">3730</a></li> </ul> </li> </ul>

## Tier I Digital Teaching and Learning:

Teachers	Students
<ul style="list-style-type: none"> <li>● Teachers circulate through the class whenever students are using devices.</li> <li>● Digital citizenship instruction is appropriately embedded into classroom lessons when technology is used as part of the lesson.</li> <li>● All students have full access to school tools and software in classes. No restrictions are used/enabled via device management for any student.</li> <li>● With the sole exception of secure testing, a whole class may never have their monitoring account locked to a site or site(s).</li> <li>● The lock feature is to be used for intervention purposes when students have disregarded or violated school-wide digital tool and resource use expectations.</li> </ul>	<ul style="list-style-type: none"> <li>● With the exception of secure testing, all students will have full access to available school tools and software in classes.</li> <li>● Students will follow teacher instructions when redirected to learning tasks.</li> <li>● Learners will engage in high quality teaching and learning experiences as directed by their teacher.</li> <li>● Learners will develop skills that enable them to act as responsible citizens, employees and adults.</li> <li>● Students using personal devices will adhere to Technology Certification requirements and guidelines.</li> </ul>

Interventions will take into account specific circumstances as determined by school leadership and on a student-by-student basis. The lock feature is to be utilized exactly as outlined above and according to the consequences outlined below.

### Tier II Digital Teaching and Learning Classroom Interventions:

#### Classroom Interventions:

- If a student disregards the school's digital citizenship contract one to three times during class, and the digital citizenship concept has been taught, the teacher assigns the appropriate digital citizenship module for the student to complete as an intervention.
  - The student may continue to use and access the device so long as they complete the applicable digital citizenship module. If the module is not completed, device access restrictions will be enabled on the student's monitoring account until the module is completed. After completing the intervention module, the student is allowed to have full access to classroom digital tools and resources with no access restrictions.
- If the student has not been taught the digital citizenship concept, the teacher will teach the concept and no consequence will be administered.
- If a student disregards the school's digital citizenship contract during class four to five times, the teacher notifies the parent / guardian of the problem. Device access restrictions are enabled on the student's monitoring account until a signed note is returned by the parent/guardian.

#### Parent/Student Interventions:

- If a student disregards the school's digital citizenship contract six to seven times during class, the teacher notifies the parent / guardian of the problem. Device access restrictions are enabled on the student's monitoring account until a parent / guardian and the student meet with the teacher at the school and sign a classroom digital citizenship intervention plan.
- If a parent / guardian will not sign the note or plan, refer to "Administrative Involvement" bullet one.

### Tier III Digital Teaching and Learning Administrative Interventions:

#### Administration Interventions:

- If a student disregards the school's digital citizenship contract eight times during class, the teacher notifies the school administration of the problem. The administration notifies the parent / guardian. Device access lockout is enabled on the student's monitoring account until a parent / guardian and the student meet with the administration to develop a digital citizenship integration plan. If the student has a DDL, they will return it to the administration and will need to re-earn the license by completing the DDL program again.
- If a student disregards the school's digital citizenship contract nine times during class, the teacher notifies the school administration of the problem. The administration notifies the parent / guardian that the student will be suspended from classroom device use for a period of two weeks in all classes. During this period, the management tool will be used to block all student device access of school devices. If the student has a DDL, they will return it to the administration and will not be eligible to re-earn the license by completing the DDL program again.
- If a student disregards the school's digital citizenship contract ten or more times during class, the teacher notifies the school administration of the problem. The administration notifies the parent / guardian that the student will be suspended from classroom device use for the remainder of the school year in all classes, with the exception of required testing.

### Digital Teaching and Learning Procedure for Legal Violations:

- Regardless of the location where the incident occurred, any school owned device is immediately confiscated by School Administration.
- Any school owned device not involved in a criminal investigation must be placed in a secure location and left untouched until the School Administrator receives instructions from the District's Network and Security Manager or authorized designee.
- Regarding personal devices:
  - Based on the reported information, if it is reasonable to assume that a criminal investigation will be conducted, the School SRO or another Police Officer must follow standard legal procedures and must obtain probable cause to seize and search a personal device.
  - If the incident is merely administrative and no criminal investigation is expected, personal devices involved in Incidents that occurred on School Property may be confiscated by a School Administrator (not the School SRO) only by:
    - First, asking for specific permission to take and search the device. Permission may be granted by the student or his/her parent if the student is under 18 years old. Permission should be requested specific to the incident, and the search should not extend past the permission granted. *For example, if it is reported that the student has a pornographic photo in their Photo Album on their phone, the Administrator should ask for permission to search the Photo Album on the phone and should not extend his/her search beyond the photo album.*
    - If permission is not granted, the Administrator may execute signed documentation of reasonable suspicion ([http://go.washk12.org/student\\_personal\\_device\\_reasonable\\_suspicion](http://go.washk12.org/student_personal_device_reasonable_suspicion)). Upon execution of the document the device may be seized but then must be placed in a secure location and left untouched until the School Administrator receives instructions from the District's Network and Security Manager or authorized designee.
- The student is sent immediately to the school office.

### Student Personal Devices:

- Each student in our school will earn a Digital Driver's License by completing the Digital Driver's license course in the District Integrated Learning System. Once students have completed the course, including the course quiz, they will earn their Digital Driver's License. The license gives them the right to use their personal device while on school property during school hours. License holders may use the device during non-class time, unless specifically directed otherwise by any school faculty member.
- A Digital Driver's License is a privilege and may be revoked at any time based on administrative discretion.
- Students who have not earned their Digital Driver's License may not use personal devices during school hours.

### Supporting Resources:

- Google Drive Digital Citizenship Content provided by the DT&L team
- Unified Classroom curriculum modules and courses
- Digital Driver's License curriculum
- Impero Device Monitoring tool (used for monitoring with the intent to teach, not control)