

Digital Response to Intervention Procedure

for

Three Falls Elementary School



2022-2023

School-Wide Digital Tool and Resource Use Expectations:

| Teachers | Students |
|--|---|
| <ul style="list-style-type: none"> ● As part of this plan, I am familiar with and will abide by policies: <ul style="list-style-type: none"> ○ 0006 ○ 3700 ○ 3710 ○ 3720 ○ 3730 ● 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. | <ul style="list-style-type: none"> ● Student 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"> ○ Content viewed or listened to must be school appropriate. ○ Content must comply with the district acceptable use policy. ○ Content must be appropriate for the class and situation. ● Students are expected to be on task and to use school tools and resources as outlined by the classroom teacher, substitute or administrator. ● Personal devices may not be used in class without the express permission of school administration. ● As part of this plan, I am familiar with and will abide by policies: <ul style="list-style-type: none"> ○ 3700 ○ 3710 ○ 3720 ○ 3730 |

Tier I Digital Teaching and Learning:

WCSD students engage in digital learning opportunities to become responsible digital citizens. WCSD teachers provide instructional best practices and modeling to ensure students are guided through their exploration, navigation, and learning in the digital world.

| Teachers | Students |
|---|--|
| <ul style="list-style-type: none"> ● Facilitate and supervise digital learning opportunities for students to engage in learning that requires digital resources and tools to: <ul style="list-style-type: none"> ○ create learning products. ○ discover and explore digital elements that enhance and extend student understanding. ○ authentically mirror life and work outside of school. ● Develop digital citizens in your classroom and school through instruction, modeling and the development of digital culture. ● Consistently and actively monitor students' device usage using proximity, district device management and monitoring tools, and | <ul style="list-style-type: none"> ● Engage in digital learning that requires digital resources and tools to: <ul style="list-style-type: none"> ○ use and create products to show learning. ○ discover and select new resources and tools to communicate and demonstrate understanding. ○ communicate core understanding based on individual learning needs and areas of interest. ● Become responsible digital citizens. ● Use resources and tools properly and report any problems/issues encountered to teacher or staff. ● Use resources and tools responsibly and appropriately. ● Students will follow teacher instructions when redirected to learning tasks. |

observation to protect students and to teach them how to become responsible digital citizens.

- Use current best practices to provide an appropriate balance of Impero managed and teacher supervised digital resource and tool use.

- Learners will engage in high quality teaching and learning experiences as directed by their teacher.
- Learners will develop skills that enable them to act as responsible citizens, future employees and adults.

Tier II Digital Teaching and Learning Classroom Interventions:

Classroom Interventions:

- If a student disregards the school's digital citizenship contract one time, and the digital citizenship concept has been taught, the teacher will issue a warning to the student and review the digital citizenship concept. Parents are notified by email or phone of the incident. The student may continue to use and access the device after the review of the digital concept is complete.
- 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 a second time, the teacher notifies the parent/guardian by phone and informs them of the issue. Device access restrictions are enabled on the student's monitoring account for two days.
- If a student disregards the school's digital citizenship contract a third time, the teacher notifies the parent/guardian by phone and informs them of the issue. The teacher issues a **referral to school administration**. School administration contacts the parents and schedules a **meeting with the parent/guardian, along with the student**. **Device access restrictions** are enabled on the student's monitoring account until the meeting with school administration has taken place and an **individual plan is implemented**.

Parent/Student Interventions:

- If a student disregards the school's digital citizenship contract a fourth time, 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 a third time, the teacher notifies the parent/guardian by phone and informs them of the issue. The teacher issues a **referral to school administration**. School administration contacts the parents and schedules a **meeting with the parent/guardian, along with the student**. **Device access restrictions** are enabled on the student's monitoring account until the meeting with school administration has taken place and an **individual plan is implemented**.
- If a student disregards the school's digital citizenship contract a fourth time, 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 and administrator at the school and sign a classroom **digital citizenship intervention plan**.
- If a student disregards the school's digital citizenship contract a fifth time, 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 on 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 **a sixth time**, 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:

- The student is sent immediately to the school office.
- 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). 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.

Student Personal Devices:

- Each student in our school may have the opportunity to earn a Digital Driver's License (DDL) by completing the Digital Driver's license course. Once students have completed the course, including the course quiz, they will earn their Digital Driver's License. This license shows students know how to be safe on the internet. 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.

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)