



Transition to Improving Digital Access

Spring 2020

DRAFT



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Introduction

School districts across the nation are making the necessary accommodations to meet the needs of students beyond the classroom during the COVID-19 health crisis, including Shelby County Schools (SCS) that is making every effort to ensure that our students' education continues while students remain at home. In addition to providing distance learning supports in the short-term, we plan to seize this moment to close the digital divide and the academic gaps permanently. Our students have historically faced disadvantages as a result of not having adequate tools to access online supports, whether inside or outside of the classroom.

As such, the District plans to ensure access to online learning supports by providing digital devices across our schools. This bold and courageous plan addresses the immediate needs of our students that are most at risk of not having the tools they need for continuous learning during the COVID-19 social distancing mandates. This summary provides a high-level overview of the possible options to make this digital transition. However, each option includes a comprehensive implementation plan that includes security protocols, deployment process, a professional development scope for teachers and staff, communications planning, and support strategies for students and families.

Many of our governmental, business, community, and non-profits leaders have expressed a deep desire to support SCS during this challenging time for our students and our community. The following digital device distribution plan includes a variety of options that begin execution in the next 30 to 90 days and will help our students for years to come.

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A | New Devices/Internet Connectivity for All SCS Students & All SCS Teachers

Devices for Students

All 94,691 SCS-district managed students will receive the following devices by the following grade levels:

- Grades PK-2: New Apple iPad 7th Generation 10.2 devices
- Grades 3-12: New Lenovo ThinkPad 11e laptops or equivalent

Along with the device, students and parents will receive a Digital Schools User Handbook, which details proper device use, care, and basic rules. Students and parents will also receive a document of frequently asked questions addressing topics such as digital citizenship, cyber-safety, and protocols to follow if devices are lost, stolen, damaged, or require technical supports.

Devices for Teachers

Approximately 6,000 teachers will receive the following device:

- New Lenovo ThinkPad 11e laptops or equivalent

Connectivity for Students and Teachers

- All devices provided to students will come equipped with internet connectivity fully paid for by the District.
- All teachers will receive a device equipped with internet connectivity fully paid by the District or will receive a \$35 per month stipend payable towards their internet service.

Timeline

The initial phase of device distribution will occur within 90 days of approved plan funding.

Budget

As with most bold and courageous plans, a significant investment is required to yield dramatically better academic outcomes for the students who will be offered a better opportunity of becoming skilled, law-abiding, tax-paying citizens. Below is an overview of the estimated costs required to execute the 1:1 Digital Device Plan.

Budget Summary

| Item | Annual Unit Cost | # of Units | Initial Costs | Annual Costs |
|--|------------------|------------|----------------------|----------------------|
| New Students Ipads (PK-2 Grade) | 593 | 28,204 | \$ 16,724,972 | \$ 5,574,991 |
| New Student Laptops (3-12 Grade) | 585 | 66,487 | \$ 38,894,895 | \$ 12,964,965 |
| Student Internet Access | 120 | 94,691 | \$ 11,362,920 | \$ 11,362,920 |
| 10 Additional IT Support Staff | 100,000 | 10 | \$ 1,000,000 | \$ 1,000,000 |
| New Devices for Teachers | 585 | 6,000 | \$ 3,510,000 | \$ 1,170,000 |
| Internet Access Stipend for Teachers | 420 | 6,000 | \$ 2,520,000 | \$ 2,520,000 |
| Other Supplies (ie. Repairs, printing) | 10 | 94,691 | \$ 946,910 | \$ 946,910 |
| 3% Contingency (ie. Enrollment incr.) | | | \$ 2,248,704 | \$ 1,066,165 |
| | | | \$ - | |
| Total | | | \$ 77,208,488 | \$ 36,605,979 |

****This option provides the opportunity to distribute devices to SCS-authorized charter schools allowing 112,130 students to experience digital learning opportunities. Below is the total cost needed.****

| | | | | |
|--------------|--|--|----------------------|----------------------|
| Total | | | \$ 91,328,368 | \$ 43,295,061 |
|--------------|--|--|----------------------|----------------------|



B | Existing/New Devices for All Students with Internet Connectivity for All Teachers

Devices for Students

All 94,691 SCS District Managed Students will receive the following devices by the grade levels shown below. Students eligible for free and reduced lunch will receive devices first.

- Grades PK-2: New Apple iPad 7th Generation 10.2 devices for eligible students
- Grades 3-12: Existing district-owned Lenovo ThinkPad 11e laptops or equivalent for eligible students

Along with the device, students and parents will receive a Digital Schools User Handbook, which details proper device use, care, and basic rules. Students and parents will also receive a document of frequently asked questions addressing topics such as digital citizenship, cyber-safety, and protocols to follow if devices are lost, stolen, damaged, or require technical supports.

Connectivity for Students and Teachers

The District has also taken steps to facilitate partnerships with internet providers and communicated to eligible families ways they can obtain internet access at discounted costs.

All teachers will receive a \$35 per month stipend payable towards their internet service.

Timeline

Deployment of existing devices will occur within 30 days of approved plan funding. As new resources and device inventory becomes available, additional deployment dates will be announced.

Budget

As with most bold and courageous plans, a significant investment is required to yield dramatically better academic outcomes for the students who will be offered a better opportunity of becoming skilled, law-abiding, tax-paying citizens. Below is an overview of the estimated costs required to execute the 1:1 Digital Device Plan.

Budget Summary

| Item | Unit Cost | # of Units | Initial Costs | Annual Costs |
|--|-----------|------------|-------------------|-------------------|
| Existing District Devices (3-12) | 585 | 35,279 | - | 6,879,405 |
| New Student iPads (PK-2) | 593 | 17,362 | 10,295,666 | 3,431,889 |
| Remaining Students iPads (PK-2) | 593 | 10,842 | \$ 6,429,306 | \$ 2,143,102 |
| Remaining Student Laptops (3-12) | 585 | 31,208 | \$ 18,256,680 | \$ 6,085,560 |
| 10 Additional IT Support Staff | 100,000 | 10 | \$ 1,000,000 | \$ 1,000,000 |
| Internet Access Stipend for Teachers | 420 | 6,000 | \$ 2,520,000 | \$ 2,520,000 |
| Other Supplies (ie. Repairs, printing) | 10 | 94,691 | \$ 946,910 | \$ 946,910 |
| 3% Contingency (ie. Enrollment incr.) | | | \$ 1,183,419 | \$ 690,193 |
| Total | | | 40,632,019 | 23,697,072 |
| **This option provides the opportunity to distribute devices to SCS-authorized charter schools allowing more students to experience digital learning opportunities. Below is the total cost needed.** | | | | |
| Total | | | 47,392,852 | 27,926,843 |



C | Existing/New Devices/Connectivity for Free & Reduced Lunch Students & Internet Connectivity for All Teachers

Devices for Students

Approximately 52,641 SCS District-managed Students eligible for free and reduced lunch will receive the following devices by the following grade levels:

- Grades PK-2: New Apple iPad 7th Generation 10.2 devices for eligible students
- Grades 3-12: Existing district-owned Lenova ThinkPad 11e laptops or equivalent for eligible students

Along with the device, students and parents will receive a Digital Schools User Handbook, which details proper device use, care, and basic rules. Students and parents will also receive a document of frequently asked questions addressing topics such as digital citizenship, cyber-safety, and protocols to follow if devices are lost, stolen, damaged, or require technical supports.

Connectivity for Students and Teachers

- All devices provided to students will come equipped with internet connectivity fully paid for by the District.
- All teachers will receive a \$35 per month stipend payable towards their internet service.

Timeline

Deployment of existing devices will occur within 30 days of approved plan funding.

Budget

As with most bold and courageous plans, a significant investment is required to yield dramatically better academic outcomes for the students who will be offered a better opportunity of becoming skilled, law-abiding, tax-paying citizens. Below is an overview of the estimated costs required to execute the 1:1 Digital Device Plan.

Budget Summary

| Item | Unit Cost | # of Units | Initial Costs | Annual Costs |
|--|-----------|------------|-------------------|-------------------|
| Existing Student Devices for (3-12) | 585 | 35,279 | - | 6,879,405 |
| New Student iPads for (PK-2) | 593 | 17,362 | 10,295,666 | 3,431,889 |
| Student Internet Access | 120 | 52,641 | \$ 6,316,920 | \$ 6,316,920 |
| 5 Additional IT Support Staff | 100,000 | 5 | \$ 500,000 | \$ 500,000 |
| Internet Access Stipend for Teachers | 420 | 6,000 | \$ 2,520,000 | \$ 2,520,000 |
| Other Supplies (ie. Repairs, printing) | 10 | 94,691 | \$ 946,910 | \$ 946,910 |
| 3% Contingency (ie. Enrollment incr.) | | | \$ 617,385 | \$ 617,854 |
| Total | | | 21,196,881 | 21,212,977 |
| **This option provides the opportunity to distribute devices to SCS-authorized charter schools allowing more students to experience digital learning opportunities. Below is the total cost needed.** | | | | |
| Total | | | 24,353,529 | 24,745,524 |



Security Protocols

All distributed devices will have the District's internet content filtering and antivirus software protection installed, which provides access restriction to questionable websites or applications. Students will also be prohibited from downloading or installing software on the laptops, removing software, changing system settings, etc. In addition to District-administered protections, parents will play a key role in monitoring student use and supporting student's safety online. Parents are encouraged to monitor internet browser history and social media activity on devices, as well as keep student devices in their possession when charging overnight. Parents will be provided with Digital School Implementation Handbooks that outline device care and responsible use of technology, including tips and resources for ensuring internet safety. Students will also be provided with digital citizenship and cyber-safety iSafe trainings.

Deployment Process

Open-air device distribution sites will be established at students' respective schools throughout the District, in alignment with a phased distribution approach.

Before each phase of deployment, Operations will work collaboratively with other departments on the distribution of devices. Field Technicians will organize into platoons to ensure accurate inventory of purchased devices and device accessories for each identified school-based distribution site. Once devices are prepped and ready for distribution, Operations will communicate with school sites and admin teams on steps for disbursement, including protocols for releasing devices, inventory, tracking, and reconciliation.

Site-based admin teams will utilize priority lists of students to notify parents of site logistics and will utilize the Sign-up Genius program to create appointments for parents to register for individual timeslots to retrieve devices. Technology Coordinators will be trained and granted access to device checkout forms to oversee equipment sign-offs and delivery of all completed forms to Federal Programs if deemed necessary. Based on recommendations from Risk Management, site-based admin teams will set up physical open-air distribution locations at each identified school. If additional devices are needed at a school site, Operations will work with the school-based admin team, IT, and facilities on providing additional devices. In the event that COVID-19 health protocols are in place during distribution, sites will implement the CDC and health department best practices. The high schools, middle, and elementary schools will be divided into cohorts made up of 6 schools each. High school cohorts will be first followed by middle and elementary.

Staffing

During deployment, a representative from each of the following cross-functional teams will be on-hand at each site to ensure successful distribution:

- Information Technology, Field Techs: Ensure device readiness
- Asset Management: Ensure accurate device inventory
- Principal, PLC, Tech Coordinators: Identify device location in schools and prep for distribution

- Federal Program: Collect all distributed equipment sign-off contracts by Parents
- Internal Auditing: Advise and consult around the entire distribution process
- Facilities-Plant Management: Ensure access to schools
- Physical Security: Ensure the safety of personnel, devices, and efficient flow of traffic
- Risk Management, as needed

Professional Development

Research from the Aspen Institute, supported by our own experiences, indicates that teachers need materials and professional learning experiences that address the decisions they are making with their students in the context of the actual materials they are using. Therefore, professional learning sessions will be grounded in culture building as well as the appropriate use of technology to support classroom instruction.

The professional development scope below serves as an example of the level of support need at the school level to make this digital transition effective. Each of the options included in this summary consists of a detailed professional development scope that specifically addresses the needs of that particular option.

6 Key Pillars of Professional Learning

While each school district is unique, the challenges and opportunities with regards to successfully implementing 1:1 remains consistent. Successful implementation must provide a clear vision, coaching for teachers, and exemplars of blended learning in action. Therefore, blended learning in SCS will consist of six main pillars that tie together priorities from both the Office of Schools and the Office of Academics.

- | | |
|-----------------------------|-------------------------------------|
| 1. Technical shifts | 2. Instructional Shifts |
| 3. Virtual Open Lab Support | 4. Monitoring of Data and Analytics |
| 5. Device Protocol | 6. Parent Access and Communication |



Scope and Sequence Fall

Semester 1: Establishing a School-wide 1:1 Learning Environment

| Title of Training | Outcomes |
|---|--|
| 1:1 - Our Digital Transformation | Participants will: Understand the key components of the 1:1 teaching and learning, including why now, and how school-based innovation is a critical component to the initiative. |
| What Do Standards- Aligned Personalized Learning Look Like in Practice? | Participants will: Be able to articulate a clear vision for challenging, standards-aligned instruction in a digital classroom. |
| Elements of Personalized Learning Aligned to Standards | Participants will: Understand and apply the Core Four of Personalized Instruction: <ul style="list-style-type: none"> • Flexible Content and Tools • Targeted Instruction • Data-Driven Decisions • Student Reflection and Ownership |
| Student Agency and Building Intellectually Challenging Experiences | Participants will: Dig deeper into student agency, allowing students ownership over learning to create a more personalized experience, ultimately moving toward intellectually challenging experiences, pushing students to maintain high academic standards. |
| Device Maintenance and Care | Participants will: <ul style="list-style-type: none"> • Identify best practices for maintaining and caring for electronic devices. • Summarize SCS Policy 2013 - Inventory Management • Articulate the procedures for reporting theft of district-owned electronic devices. |



Scope and Sequence Spring

Semester 2: Establishing a School-wide 1:1 Learning Environment

| Title of Training | Outcomes |
|--|--|
| The Art of Digital Engagement Part I: Microsoft TEAMS for School Collaboration | Participants will: <ul style="list-style-type: none"> • Use the basic features within the Microsoft TEAMS application • Set up a TEAM to meet your unique work from home needs • Video conference with others working from home |
| The Art of Digital Engagement Part II: Microsoft TEAMS for Classroom Instruction | Participants will: <ul style="list-style-type: none"> • KNOW how to create a Class TEAM in Microsoft • UNDERSTAND how to modify their lesson plan for virtual instruction via TEAMS • DO and utilize basic/advanced features within the Microsoft Class TEAM |
| The Art of Digital Engagement Part III: Accessing Students' Microsoft Email and Parent Communication | Participants will: <ul style="list-style-type: none"> • Access Students' Email ID information in PowerSchool • Use the email features within the Microsoft TEAMS application • Share channel conversations from a TEAMS channel |
| The Art of Digital Engagement Part IV: Microsoft TEAMS with OneNote Class Notebook | Participants will: <ul style="list-style-type: none"> • Understand the features of OneNote Class Notebooks • Navigate the functionality of the workspace for every student, • Utilize the content library for handouts and the collaboration space for lessons and creative activities. |
| The Art of Digital Engagement Part V: MicroSoft Class Insights and Analytics | Participants will: <ul style="list-style-type: none"> • Understand analytics on student engagement and performance with a TEAM • Be able to view grades, conversation activity, assignment turn in • Understand the use of additional analytics |

Distance Learning Resources

Student devices will be used at and away from school with instruction structure beginning in 90 days. Devices will provide students with continuous access to intervention tools (i.e., i-Ready, Edgenuity, I-Station, etc.) to strengthen content areas and help close gaps. Additionally, students will receive targeted instructional support from teachers with true 1:1 online curriculum instruction by FY2022. Teachers will engage students in instructional models that utilize technological devices as the vehicle to acquiring learning outcomes. Students will engage with the curriculum in multiple formats and during various intervals.

A variety of websites, apps, and other digital tools for enrichment, including:

- i-Ready for Grades K-8
- Edgenuity for Grades 9-10
- ACT for Grades 11-12

Additional internal and external online tools that can also support student's at-home learning in the following subjects:

- English/Language Arts
- Math
- Science
- Social Studies
- RTI
- Health, PE & Lifetime Wellness
- Fine Arts
- World Languages
- Library Services



Distance Teaching Resources

Teacher Needs Assessment:

- Principals will be consulted to ascertain teacher's capacity to provide online instruction, accessibility to the internet and technology
- Principals will administer a needs assessment survey to identified teachers and will be provided with a scripted framework
- District leaders will provide training and support to teachers based on results from the needs assessment
- An implementation support plan will be carried out
- Progress will be monitored along with continued support

In addition to professional development supports offered, teachers will be provided with the following resources:

- Webinars
- Technology Instruction Articles
- Current PLZ Training Courses
- Accessing i-Ready, Edgenuity, Discovery Platforms (Step-by-Step Implementation Instructions)
- Assigning Lessons in i-Ready, Edgenuity, Discovery Platforms
- Vendor-led training from i-Ready, Edgenuity, Discovery
- Parameters for Security and Digital Platform Usage
- Equipment Care and Responsibility
- A one-pager outlining what it means to be on a 1:1 Device Platform
- Frequently Asked Questions (FAQs)



This image shows a blank sheet of white paper with horizontal ruling lines. At the very top, there is a solid red horizontal band. Below this band, the page is filled with evenly spaced, thin grey horizontal lines that extend across the entire width of the page. There are no margins, text, or other markings on the paper.



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