



VILS DIGITAL PROMISE – CRESCENT CITY SCHOOLS STAFF COMMITMENT FORM

Device Usage

Faculty and staff will incorporate student devices into at least one part of the lesson daily. The Chromebook may only be used for the assigned student's educational purposes. Any other use may result in loss of Chromebook privileges. Students are expected to follow the same code of conduct for Internet use as they follow in the classroom. **The district remotely monitors activity and usage of the student Chromebooks. Faculty and staff must adhere to the school based technology agreement guidelines** identified in the VILS implementation handbook. Faculty will enforce the following expectations for student Chromebook use, behavior and engagement in their classes:

- Bring VILS Chromebook to class daily.
- **Always** keep Chromebook in the case provided by VILS when not in use.
- Avoid food or drink near the Chromebook.
- Swipe and sweep the Chromebook keyboard to clear all items before closing the device.
- Shut down and charge up the device nightly.

Staff are not permitted to:

- Bypass the filter.
- Use another employee's username or password.
- Share passwords.
- Download or install software that has not been approved.
- Tamper with hardware, including applying stickers or markings to the device.
- Remove any hardware (i.e. SIM chip) or software from the device unless authorized by Verizon
- Access inappropriate material that is unacceptable in a school setting.

Digital Citizenship

Staff and students will complete digital citizenship lessons provided by Google's "Be Internet Awesome". Teachers and staff will integrate digital citizenship and technology literacy skills in their classes throughout the year using these resources.

Professional Development

Staff will participate in ongoing professional development that models effective technology integration in the classroom aligned with the VILS outcomes and district goals. Focus areas for professional learning will include student engagement, collaboration, differentiation, communication, data tracking, assessment, STEM interests and more. Professional development around VILS outcomes specifically focuses on increasing student achievement, student engagement, student and teacher tech and STEM proficiency, student STEM interest, student problem solving skills, student collaboration skills, student communication skills, and student confidence.



VILS Coach/Campus Instructional Technologist Support

Faculty and staff will collaborate with their VILS Coach who will provide pedagogical support to effectively leverage technology in the classroom. Faculty and staff will be active members of their content meetings, debrief classroom observations, and participate in professional development focused on district, campus, and VILS goals. Faculty and staff, supported by their VILS Coach, will identify technology tools to align with teachers' instructional needs, co-plan lessons or units that incorporate best practices for technology integration, demonstrate activities that integrate technology within the teacher's classroom, and support STE(A)M integration for transformational learning.

Your VILS coach is **not** an evaluative coach. Your Director of Curriculum and Instruction is your evaluative coach.

To schedule a time to meet with your coach, send them an email or a Google Calendar invite.

Technology Coordinator Support

The Technology Coordinator will manage technical and damage-related issues with hardware (devices, chargers, etc) as well as software application issues (installed programs, apps, operating system, etc). The Technology Coordinator is responsible for coordinating, diagnosing and troubleshooting student and staff technology tickets. The Technology Coordinator and Student Tech Team will manage technology inventory for the campus.

Faculty and staff in need of technical support should access and complete the service request form located on the Intranet. The Technology Coordinator will determine next steps and work to resolve the issue.

Additional Technical Support: Student Tech Team

The Student Tech Team is a select group of students managed by the Technology Coordinator to provide technology support to the campus.

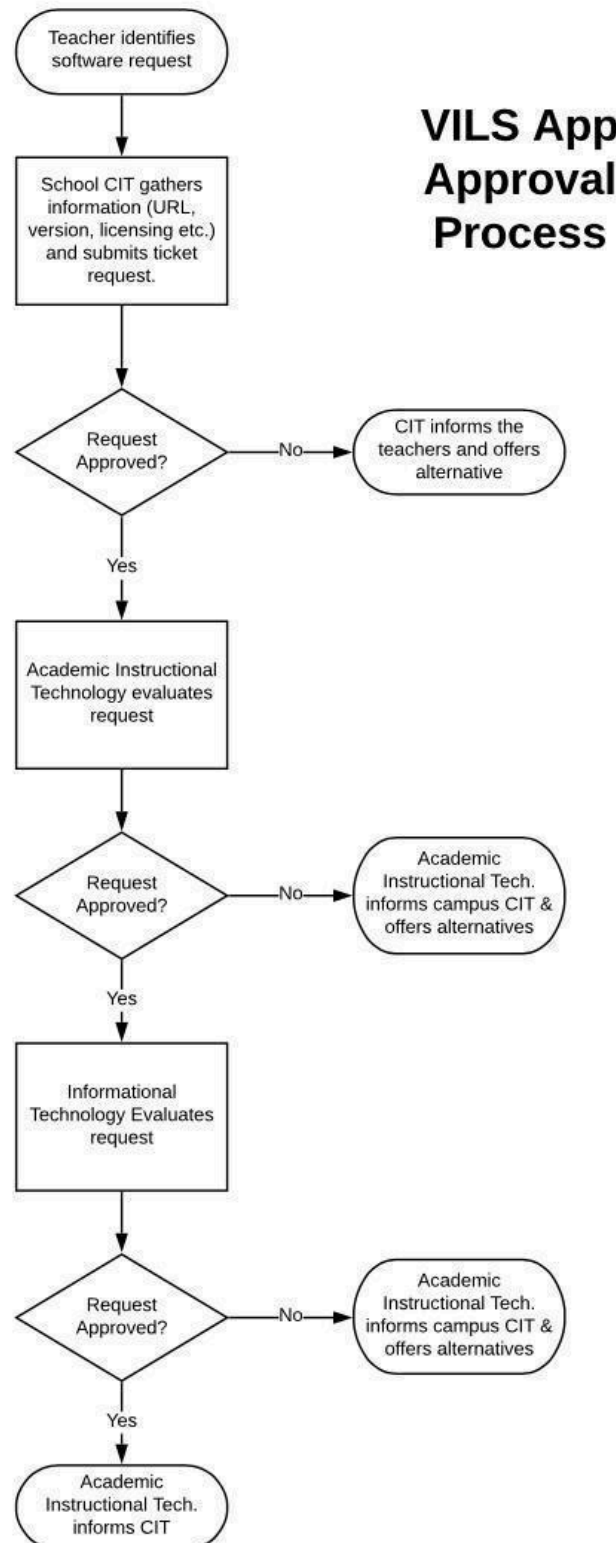
Teacher Name (print)

Teacher Signature

Date

VILS Application Approval Process

Requests for specific software or applications should be submitted to the VILS coach. The diagram below outlines the VILS application approval process.



Staff FAQs

Chromebook vs Laptop?

Your Chromebook is a web-based device that uses the Google Chrome operating system. As a Houston ISD employee, you have access to Google Drive where you can store materials in the cloud. You also have access to web-based applications that are pre-installed, like itslearning (the HUB). A Chromebook is not a laptop and does not have the same internal storage capacity as a laptop.

How do I access Google programs?

Chromebooks are web-based. You can access Google Docs, Slides, Sheets, Drive and more by using your CCS credentials to login to your Google account via the Chrome web browser.

Can I connect to my promethean?

Yes, your Chromebook is compatible with your campus' hardware. For specific instructions, contact your campus Technology Coordinator.

How can I support my students to effectively use their device?

Teachers at the VILS Digital Promise campuses will receive ongoing professional development that models effective technology integration in the classroom aligned with the VILS outcomes and district goals.

When are students allowed to use their devices in class or on campus?

The expectation is that students are provided with daily opportunities to engage with their device during learning experiences at home and in the classroom.

My student(s) did not bring their device to school. What should I do?

Teachers should record when students arrive without their device in Schoolrunner and follow the campus based protocols for requesting a loaner device. The Technology Coordinator will determine if a temporary device is available for "day-use."

My student's device is not fully charged. What should I do?

Teachers should record when students arrive without their device charged in Schoolrunner and follow the campus based protocols for requesting a loaner device. The Technology Coordinator will determine if a temporary device is available for "day-use."

Professional Development on ["Getting to Know and Love Your Chromebook"](#)