



DTA's Technology Expectations & How to Set Up Students for Success

Teaching Technology Care

Chromebook Carts

Chromebook carts should be organized, with all computers plugged in, and locked before leaving for the day.

Please check out these further expectations on Chromebook care here:

[Chromebook Inventorying and Care](#)

Chromebook Expectations for Students

Students will not be assigned a specific computer, so it's important to build the mentality of class ownership and that it's everyone's responsibility to help protect our class's resources.

- Students must always carry chromebooks with 2 hands. Students will follow your lead, so as a teacher you must also do this.
- Immediately upon opening their chromebook, students should always look for any scratches or problems and report them right away.
- There is absolutely no food or drinks while on chromebooks.
- Students are expected to stay on tasks that are assigned by the teacher. Any prohibited sites (youtube, pandora, math games, etc) will result in a loss of computer privileges and other behavior ladder consequences.
- Students must always return computers to the correct spot and plug them in before leaving
- Chromebooks stay in the room they are assigned to unless students need them for writing or intervention.



Headphones:

Label and number all headphones! This will keep students and teachers from using them and not returning them.

- The headphone number should always stay with the corresponding computer number.
- Headphones should be wrapped up and placed on top of computers before transitioning
- All headphones should be collected and stored at the end of the day.

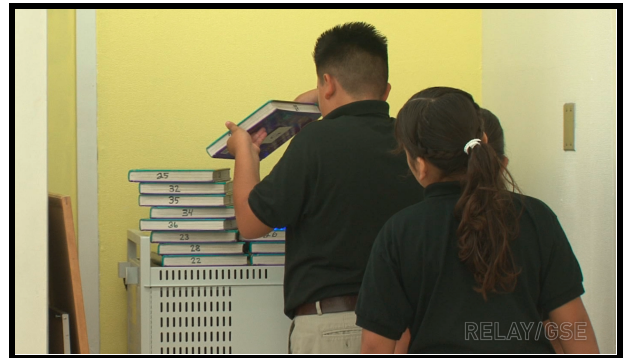
Broken Equipment:

Broken technology is deducted from our school's budget by CMO. If technology in your room breaks due to student or adult negligence, it will come out of your classroom budget. Each classroom can spend \$300 for the year. Each Chromebook costs \$200, cracked screens are \$50, and headphones are \$25. If you've already spent your classroom budget, then it just really sucks for our school and our kids.

Prerequisites for Using a Chromebook

Book Before Chromebook

Use textbooks to practice student movement, handing out devices, etc. before using the actual devices.

**Technology Release Form**

Students and families will also need to sign and return DTA's Technology Release Form before using Chromebooks and headphones in class.

Setting Up Effective Stations

Blended learning is introduced at the beginning of the year, along with routines and classroom culture building. Student independence is key to the blended learning model, and it needs to be explicitly taught.

In order for the small group instruction to be meaningful and uninterrupted, students will have to be experts in being on-task during their independent work. These routines should be practiced before students work independently.

#1: Have Clear Expectations

Independent Station

- Voice Level 0
- On task 100% of the time
- Do not interrupt the teacher

Being off task during independent station needs to be a big deal. The teacher should not have to remind students to stay on task because students should not be in the habit of being on task only when reminded.

Direct Instruction

- Follow teacher directions
- Participating 100% of the time

Students will need to know exactly what to do when they come to work with the teacher. Students should start an independent activity right away in the DI station to help smooth the transition so the teacher can scan at the beginning of the rotation.

Collaborative Station

- Voice Level 1
- On task 100% of the time
- Do not interrupt the teacher

Adding a collaborative station can only happen when independent and direct instruction is happening flawlessly. This is harder to manage because it changes the volume level in the room and students need to be able to manage themselves. Students should get started working together right away.

Rotations

- Voice Level 1
- Log off / Clean up / Leave no trace!
- 30 seconds to be working in your new seat
- When 30 seconds is up, voices are at 0

Just as students had multiple opportunities to practice independent computer behaviors, they should also practice rotating. The teacher will need a timer and a non-verbal signal to communicate to students when to end an activity and rotate. At the signal, students will sign out of computers, or clean up their activity, and then quietly walk to the area of their next activity.

How to not get interrupted!

Teachers need to have clear expectations about what students should do if they *think* they need you. Example:

- Need the bathroom? Same non-verbal signal (raise planner in air)
- Technical Issue? Appoint a student helper
- What should I do if I can't log in? Student helper / login info posted
- What should I do if I'm stuck? Teach independence and perseverance.

#2: Practice, Practice, Practice

Mini Lessons

During Culture Week, students should practice technology care and station expectations. The teacher and students should discuss how each station and each rotation will look, sound, and feel.

Look in the Blended Learning folder for 21 Mini Lessons to use in your classroom to ensure your technology rollout is solid.

Station Posters

Each station will have a poster with the station's expectations, incentives, and consequences. Teachers should refer to this often and always use it consistently. (example below)

#3: Incentivize the Positive

It's simple: The Chromebook is an incentive.

Teachers may also choose to have in-class incentive systems, including:

Perfect Transitions

Time students and make new goals for class efficiency. Use class paycheck points or your own incentive system.

Academic Goals

If students are on task, they will hit their goals quicker. Align your goals to the programs your students use which are usually easy for teachers to track progress on! Ask Ms. Miller about her STMath incentive.

#4: Use Consequences Consistently

It's simple: If you're not using technology correctly, you don't get to use technology.

Off Task

First Time Offenses: Seat Work + One on One Conversation

If a student is off task in independent station, they will be given seat work* to complete independently for the remainder of the rotation. First time offenses should be met with a serious one-on-one conversation after class where the teacher restates expectations and seeks to understand why the student was off task (the most common reason is that the material is too hard or too easy).

Repeat offenses: Seat Work + Lunch Detention

Computers are a privilege and repeat offenses should result in loss of privileges at the teacher's' discretion.

*Seat Work:

Teachers should have seat work prepared for their class. It should be academic but rote. iLEAP workbooks or review worksheets work as well. It should be clear to students, however, how much they have to complete.

Violating transition expectations

Transition offenses should be treated using the behavior ladder.

DTA Behavior Ladder

Non-verbal warning	Free
Verbal warning 1	-\$2
Verbal warning 2	-\$2
One on One Conversation	
Lunch Detention	-\$10
Push in	-\$20 (total)

Additional Resources:

<https://sites.google.com/site/kelloggrenew/blended/procedures>



DTA's Station Expectations

Direct Instruction

- Follow teacher directions
- Participating 100% of the time

Collaborative Station

- Voice Level 1
- On task 100% of the time
- Do not interrupt the teacher

Independent Station

- Voice Level 0
- On task 100% of the time
- Do not interrupt the teacher

Rotations

- Voice Level 1
- Log off / Clean up / Leave no trace!
- 30 seconds to be working in your new seat
- When 30 seconds is up, voices are at 0

Off task during stations:

First Time Offenses: Seat Work + One on One Conversation

Repeat offenses: Seat Work + Lunch Detention

Repeat offenses may result in Loss of Computer Privileges



DTA's Technology Expectations

Pre-Requisites

- Students must have practiced and met expectations
- Students must have turned in the DTA Technology Release Form
- Students can only use Chromebooks when given permission and for academic purposes

Check Out

- Open the chromebook with 2 hands so the screen doesn't get damaged
- Immediately upon opening their chromebook, students should always look for any scratches or problems and report them right away.
 - If in an independent station, the student should tell the teacher when they get to direct instruction.
- No food or drink
- Must be on task

Carrying Chromebooks

- 2 hands at all times
- Does not leave assigned homeroom

Check -In

- Gently place computer in the correct slot with number facing out
- Plug it in