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Technology Task Force Site Visit Protocol

- The purpose of site visits is to capture successful policy and practice related to the integration of technology in instruction through interviewing key personnel (and students), observing instruction, student use of computing devices and documenting findings.
- Task Force members conducting site visits may be asked to report their findings to the Technology Task Force and / or germane subcommittees.



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Technology Task Force Site Visit Protocol

Tentative sites to be visited have been identified through Task Force member recommendations and SDE staff research. The following are examples of criteria used to prioritize locations:

- Presence of a one-to-one program in grades 9-12
- Diversity of devices utilized in the one-to-one program
- Variance of socio-economic status
- Presence of classroom technology
- Openness to hosting a site visit



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Tentative Locations Identified for Site Visits

- Maine (specific buildings / districts TBD)
- Keller and Klein School Districts, Texas
- Crescent Public Schools, Oklahoma
- Auburn City Schools, Alabama



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- Site visits will be conducted in October, the Technology Task Force meeting scheduled for October will take place as planned.
- Technology Task Force members involved in site visits will be determined by subcommittee chairs and SDE staff by mid Sept.
- Considerations such as professional roles (teacher, technology director, lawmaker, administrator, etc...) and relevance to subcommittee purpose will be used to ensure that a diversity of backgrounds and perspectives are represented during site visits.



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Why Protocol Matters...

It ensures consistency in data collection regardless of who is doing the collecting.

“I never guess. It is a capital mistake to theorize before one has data. Insensibly one begins to twist facts to suit theories, instead of theories to suit facts.”

-Sir Arthur Conan Doyle (1859 - 1930)

The Sign of Four



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Suggested participants for interviews / focus groups:

- School Board members
- District Technology Directors
- District / School Administrators
- Teachers engaging technology in the classroom
- Students engaging mobile computing in learning
- Technology Advisory Councils
- Parents
- Other education stakeholders



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Suggested observation events:

- Technology rich classroom instruction
- Instructional staff professional development focused on technology integration
- Technology Advisory Council meetings
- Staff meetings focused on technology integration

SDE staff will arrange for site visit interviews and observations based on these recommendations.



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General Interview Protocol

(the starting point for all subcommittees)

1. Paint a broad picture of how your school / district has integrated technology in instruction, what is in place?
 - How have teachers incorporated technology in the classroom?
 - What classroom tools have been most effective?
 - Do you utilize an instructional management system (portal to access student data / digital content / assessments / item banks, etc...)?
 - What is it and how does it work?



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General Interview Protocol

(the starting point for all subcommittees)

1. *(continued)* Paint a broad picture of how your school / district has integrated technology in instruction, what is in place?
 - Describe your digital content, who is the provider(s)?
 - Were there barriers to teachers adopting technology in their classrooms?
 - For those who have adopted, what got them on board?
 - Describe how professional development around technology in instruction is delivered? What is the model / plan?



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General Interview Protocol

(the starting point for all subcommittees)

2. Describe your school / district one-to-one program
 - Which grades are included in your one-to-one program?
 - Which device(s) are in place?
 - What are the functional (hardware / software capabilities) advantages of using these devices?
 - What are the functional (hardware / software capabilities) disadvantages of using these devices?



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General Interview Protocol

(the starting point for all subcommittees)

2. *(continued)* Describe your school / district one-to-one program
 - How are the devices governed?
 - Are students assigned their own device or are they checked out?
 - Are students allowed to take devices home outside of the school day?
 - Is Wi-Fi available on your campus (open or closed)?
 - How do you handle filtering / internet safety?
 - How are parents involved in the effort?



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General Interview Protocol

(the starting point for all subcommittees)

3. Adoption considerations

- How was your technology integration initiative received when announced?
- How did you overcome resistance (if any) to the initiative?
- Describe the communication / rollout strategies to promote awareness and adoption of the initiative.



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General Interview Protocol

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3. *(continued)* Adoption considerations

- Is there evidence that academic achievement has been impacted through the integration of technology in instruction?
 - How is this measured and what benchmarks are in place?
- What has the role of higher education been in technology integration in your school / district / statewide effort?



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General Interview Protocol

(the starting point for all subcommittees)

4. Observation points to record:

- How are students engaged in learning through technology?
- How are teachers facilitating the successful integration of technology in their classrooms?
- Are one-to-one devices being utilized as intended?
- Are interviews / conversations positive or negative (focused on current barriers or future possibilities)?



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Subcommittee Specific Interview Protocol

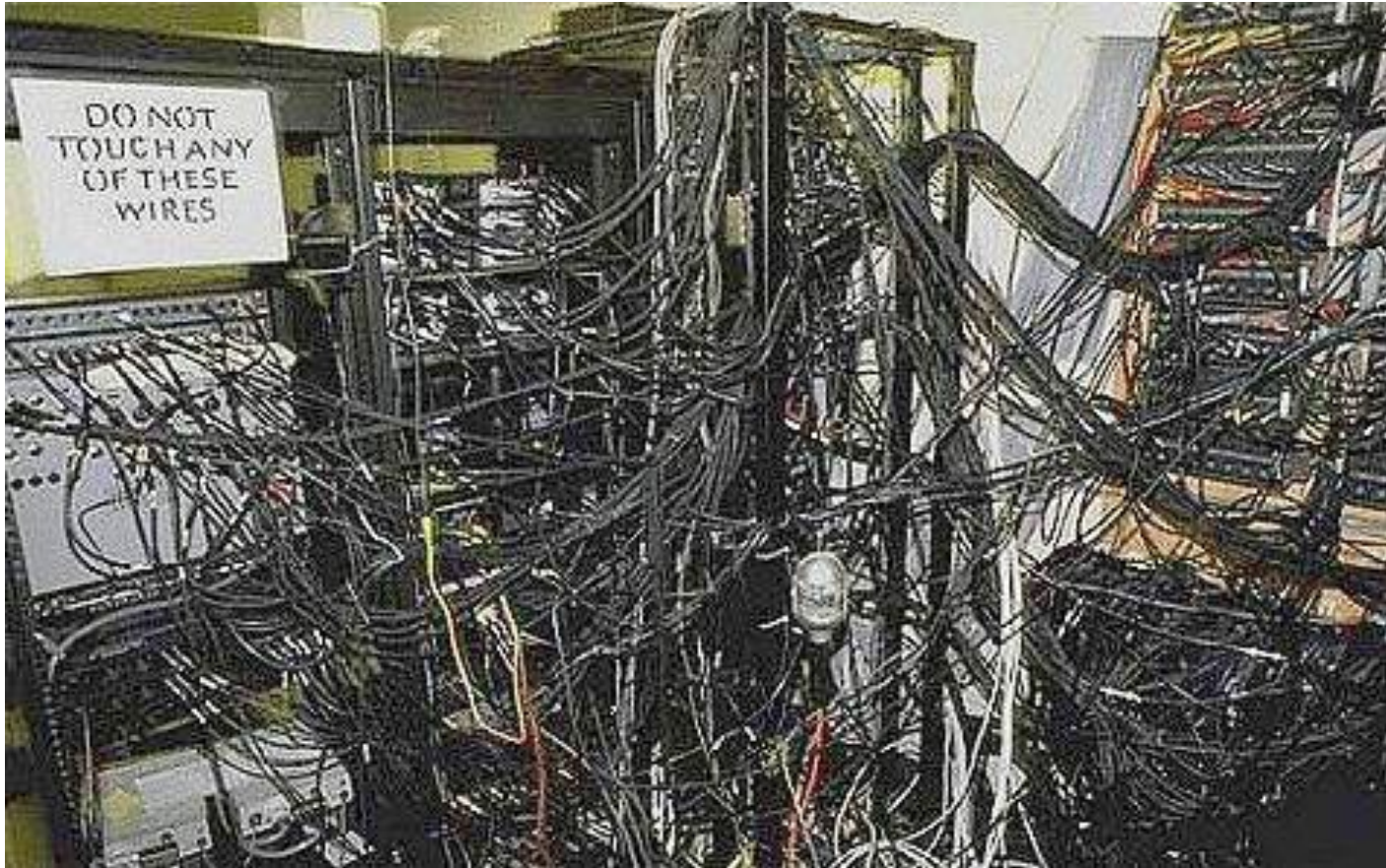
- Each subcommittee is tasked with identifying additional protocol questions specific to their charge
- Those conducting site visits are expected to record findings and be prepared to report to the Technology Task Force and / or germane subcommittees
- All data collected from site visits will be reviewed and synthesized by SDE staff
- It is strongly recommended that detailed notes be recorded immediately following the interviews / observations
- SDE staff will provide an interview protocol sheet to ensure consistency



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Questions or Clarifications?



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