Distance Learning Readiness:
Resources & Best Practices for Extended Closure

SAN MATEO COUNTY OFFICE OF EDUCATION

Best Practices for Site Distance Learning Planning

Digital Learning Plan: Develop and start to implement a digital learning plan as soon as possible. Be sure that all policies for devices and internet usage are in place prior to sending home devices. Be sure that all applications that students are asked to use are compliant with current laws and regulations.

Laws & Regulations: Become familiar with current laws and regulations around student data privacy and internet protection:

- The Children's Internet Protection Act (**CIPA**)
- Children's Online Privacy Protection Act (**COPPA**)
- Family Educational Right and Privacy Act (**FERPA**)
- Third Party Assessment Request (**Email Template**): Send an email to technology companies requesting that they earn third party data privacy certification of their product.

Acceptable Use Policy (AUP): Check to see that your current Acceptable Use Policy is up to date and aligned with current laws and regulations.

- COSN: **Rethinking Acceptable Use Policies to Enable Digital Learning (2013)**
- K-12 Blueprint: **Acceptable Use Policy - A planning resource for personalizing learning**
- K-12 Blueprint Model: **Support for educational leaders involved in planning and implementing technology initiatives.**
- **Student Acceptable Use of Technology Guidelines**
- AUP - **Examples**

Digital Citizenship & Literacy: Support students and schools to thrive in digital spaces by setting clear expectations for teachers, students and families.

- **Google Be Internet Awesome** (Google): Helping kids be safe, confident explorers of the online world.
- **Common Sense Media for Educators**: Use digital citizenship lesson plans to address timely topics and prepare students to take ownership of their digital lives. Browse lessons by grade and topic. (Resources for Families)
- iKeepSafe: **Resources and online courses for parents and educators**

Learning Management System (LMS): Use an LMS regularly to distribute assignments & communicate with students, families, and staff. Be sure the LMS and email could be used as the primary form of communication and distribution of learning materials. **Trainings** and **resources** for learning to use these tools are available below.

- Paid: **Canvas**, **Blackboard** (Secondary)
- Free LMS:
    - **Google Classroom & GSuite**, (Elementary/Secondary)
    - **SeeSaw** (Elementary): Portfolio learning management tool that allows students to show

what they know in the way that works best for them using intuitive tools (like draw+record, collage, video, and more!). **Administrator Planning Guide**, **Teacher Planning Guide**.

- Consider assigning students online homework now to get students familiar with using devices at home. (Resources and considerations for providing **access to devices at home** and **wireless access at home** are available below, including **information to share with families**.)

- **Learn the tools** you will need if you aren't already comfortable with them and begin using them with your students ASAP.

Distance Learning:

- Start learning and using tools now so students and teachers are familiar with them.

    - **At-Home Learning Curriculum and Instruction Planning Document**

- Alternative Methods: In addition to LMS, plan how you will distribute lessons and assignments.

    - Pick up/drop-off system at a central location
    - Mail to homes

- Send home textbooks or other classroom/school materials/packets

    - Instructional Packets: Teachers may take two different approaches when developing packets, according to how much advance notice they have before a school closure or prolonged student absence:
        - (1) Generic packets that can be used at any point in the school year that promote student learning according to grade-level and subject-specific standards, or
        - (2) Unit-specific packets that are based on the planned curriculum, and integrate with the lessons that students are currently learning in class. In comparison to online instructional tools, hard copy packets have the benefit of not requiring technology for use.

- Send a calendar and or hyperdoc of suggested self-directed lessons and activities

    - ISHCMC International School: **Ideas for Early Years At-Home Learning**
    - **NAEYC Math at Home toolkit** - Young children
    - NAEYC **10 Tips to Support Children's Science Learning** - Young children
    - PrepScholar **37 Cool Science Experiments for Kids to Do at Home**
    - Consider promoting educational videos/media available through commonly subscribed to/used services
        - PBS
        - WeAreTeachers: **Netflix educational shows**
        - Common Sense Media: **Podcasts for Kids**

- Establish Independent Study - requirements for credits

    - Letter from **CDE - Independent Study Novel Coronavirus Information (March 5, 2020)**

Communication with Families:

- **Power Up Your Parent Communication**: Tips & Tools for more proactive parent communication
- School Website: Assign someone to keep school and district websites updated daily. This includes links that are necessary for student learning environments and online curriculum.
- Virtual Parent Coffee: Create a **Google Form**, provide a link to the form and video conference on your school website. Parents can submit questions in advance and have them addressed during a scheduled daily or weekly time online.

Communication with Staff: We are encouraging everyone to put remote access plans into place. Schools, administrators, teachers, support staff, and students should ensure that their instructional accounts are updated.

- Create a communication plan for district, transportation, school sites, teachers, support staff, families, and students. Include phone lists for all staff and families.
- Chat Apps: **Slack**, **WhatsApp** (Free)
- Video conferencing: **Zoom**, **Hangouts** (Free)
- LMS: Google Classroom, Canvas, Blackboard

Sample School Plans from Outside Resources

- **School Closure Planning Document**
- **Sacred Heart School: Flexible Plan for Continuity**
- **Sample Virtual School Guidelines Policy**
- **Virtual Learning Plans from Independent & International schools**
- **Readiness & Emergency Management for Schools (REMS): Supporting Continuity of Teaching and Learning During an Emergency**

Planning for Lending Out District Equipment

- Acceptable Use Policy (AUP) updates: Teachers, Support Staff, Students
- Consider check-out system for portable devices: Teachers, Support Staff, Students
- Provide IT support: Teachers, Support Staff, Students
- Remote Device Management: Remote device management software can support schools with managing their devices remotely, website usage, and keeping students safer online.
  - **Hapara**: To help schools and districts quickly plan their COVID-19 (coronavirus) response plans, Hāpara is providing complete access to its tools at no charge through June 2020.
  - **Go Guardian**: Filter, Monitor, Device Management
  - **Securly**: Web filtering for schools - Free for Chromebooks, Forever

Wireless Access Plan

- **Public County Provided Hotspots**
- **Comcast Internet Essentials**: Internet Essentials will increase speeds from 15/2 Mbps to 25/3 Mbps for all customers. This speed increase will happen automatically - no action is required by customers. In addition, new customers will receive two months of free service.
- **Internet for All Now**: Northern California Educator's Toolkit
- **Get Connected**
- **Programs for low-income internet**

Trainings & Webinars for Teachers, Administrators & Staff

Google for Education:

- Teacher Center

    - First Day of **Google Classroom**:
    - First Day of **Google Hangouts Meet**: Hold video meetings with people inside or outside of your organization.
    - First Day of **Google Sites**: Build internal project hubs, team sites, public-facing websites, and more—all without designer, programmer, or IT help. With the new Google Sites, building websites is easy. Just drag content where you need it.
    - First Day of **Google Slides**
    - First Day of **Google Docs**
    - First Day of **Google Forms**
    - First Day of **Google Sheets**
    - First Day of **Google Jamboard**

- **Applied Digital Skills**: Ready-to-use video lessons teach digital skills that have immediate, real-life application. (Teachers and Adult Learners)
- **Grow with Google**: Free training, tools, and resources to help you grow your skills, career, or business.

    - Google Webinar: **Enabling Distance Learning with G Suite and Chrome**

- Canvas: **Applied Digital Skills Quick Use for Canvas Users (Dan Watkins)**
- **SeeSaw** - Hosted by star Seesaw teachers, you'll leave with teacher-tested tips and ideas to use tomorrow!
- Nearpod: **Nearpod 101**, **Nearpod 102**
- Leading Edge: **Self-guided professional learning pathways and opportunities**

Resources for Administrators & Teachers

State & Regional Guidance

- CDE: Distance Learning Guidelines and Continuum
- CCSESA Technology Steering Committee (TSC): COVID-19 Distance Learning Resources for K-12 Education Agencies

San Mateo County Office of Education (SMCOE)

- SMCOE Distance Learning Guidance: Continuum Considerations
- SMCOE Distance Learning Guideline: Sample Schedules and Resources
- SMCOE Distance Learning Guidance: Instructional Design Considerations
- SMCOE PD Chart - 2020
- Ed-Tech TOSA/Teacher Community: Join our SMCEdTech Slack Channel
- SMCOE - Distance Learning Sites

Educational Tools for Distance Learning

- SMCOE Distance Learning Guideline: Sample Schedules and Resources
- SMCOE: At-Home Learning Curriculum and Instruction Planning Document
- OER Commons (Open Education Resources) - Find free resources and lessons aligned to Common Core & NGSS

Digital Literacy & Citizenship

- Support students and schools to thrive in the digital age - Common Sense Media for Educators, Families, Latino

Teaching and Learning in an Online Environment

- Online Classroom Quick Start Guide
- Creating an Online Classroom: Stanford Online High School
    - Best Practices in an Online Classroom
    - Student Support Services Via Video Conferencing
    - Common Tech Trouble & Tips: Trouble-shooting
    - Checklist: Essentials for your remote learning plan
- (Article) Personalized Learning: Turn Your Classroom into a Personalized Learning Environment - ISTE

- Google Classroom: How to get set up and use

- How to Create an Online Course in 2020

- 15 Strategies for Online Learning When School is Closed

- Best Practices of Teaching Online

- 10 Best Practices to be an Effective Online Teacher

- Nearpod PD/Blog

- CA State Library Database

- Santa Clara Distance Learning Readiness Resources

- Consider moving lesson plans, units, other necessary documents from school computer to cloud (Google Drive, OneDrive, etc) for access from home

Student Well-Being

- The Policy Innovators in Education Network has published a collection of resources for school and district emergency preparedness and the mental well-being of children, including guidance published by other state education departments and school districts.

Virtual Collaboration (see extensive list on second tab)

- Google Classroom, other Google tools (Drive, Docs, Slides, etc.),

- Virtual Collaboration: Flipgrid, Padlet

- Screencasting: Screencastify, EdPuzzle

- Videoconferencing: Google Hangouts or Zoom

Google

- Google for Education: Applied Digital Skills - Ready-to-use video lessons teach digital skills that have immediate, real-life application. (Teachers, Adult Learners, and Secondary Students)

- Applied Digital Skills Quick Use for Canvas Users (Dan Watkins)

- Google for Education: Training & Support

- Google Classroom for Administrators

Resources for Students & Families

Reduced-price Internet

- Get Connected

- Programs for affordable internet

- AT&T is offering low-cost wireline home internet service to qualifying households (No Commitment, No deposit, No Installation fee)

Digital Literacy & Citizenship

- **Protect Kids Online**: This is a resource developed by the Federal Trade Commission (FTC) to help parents/guardians understand and manage the risks associated with their child(ren)'s online presence.
- Common Sense Media: **Families**, **Latino**
- **Tips to Parents for Online Learning Success**
- **Three ways parents can help their child succeed in an online school setting**
- Common Sense Media: **Resources for Parents to Prepare for Coronavirus School Closures**

How to Protect Your Family

- CDC: **Protect Yourself & Your Family**
- **Healthy Children.org**
- **Clean Your Mobile Phone**

Additional Support Needed? Your Contacts At SMCOE

Educational Technology (EdTech) - Go-to for Curriculum Leaders, Principals, Teachers for considering educational technology sites, training/questions on use of tools…

- **Sandra Velásquez** - Innovative Learning & Technology Integration Coordinator
- **Robert Wachtel Pronovost** - STEAM Center Director

Information Technology (IT) - Go-to for District Technology Leaders for technology support, devices questions, working with vendors…

- **Lorrie Owens** - Administrator, Information Technology Services