

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: August 18, 2015

REVISED:

815.1-AR-0. USE OF LEARNING MANAGEMENT SYSTEM

A Learning Management System (LMS) is a web-based platform for delivering content instruction to students. Each administrator, teacher, and student has an individual login to the LMS. The LMS is used for the following purposes:

1. Delivery of direct instruction through recorded lectures, PowerPoints, instructional videos, teacher-directed activities, individualized or group feedback on assignments, and assessments.
2. Interactive discussions among the teacher and the student(s) through synchronous and asynchronous discussion boards and interactive discussions among students through one-to-one discussion, group discussions, or classroom discussions through synchronous and asynchronous discussion boards.
3. Communication with students about academic progress in the class/course.
4. Communication between the faculty advisor and students in a school-sponsored club, organization or student group.
5. To allow parents to view class activities and student progress in a class/course.

The District has implemented the use of Canvas as the Learning Management System. Each teacher will be required to post the following information on the classroom or course's Canvas page:

1. Teacher's name
2. Teacher's email and telephone contact information
3. Class/course syllabus
4. Announcements about instructional activities
5. Modules for instruction
6. Class/course calendar that includes deadlines and due dates

All district-sponsored clubs, organizations and student groups will be required to use Canvas to communicate with and among students and faculty advisors beginning with the 2015-16 school year.

1. The faculty advisor will be required to post the following information:
 - a. Homepage
 - b. Contact information for faculty advisor and officers
 - c. Announcements
 - d. Calendar events

Canvas will be used by all teachers K-12 to deliver instruction and communicate with students enrolled in the class/course once the Canvas implementation is completed.

The Canvas implementation will be as follows:

1. High School (grades 9-12) will be piloted and implemented during the 2015-16 school year. Full implementation is expected December 1, 2015.
2. Middle School (grades 6-8) will be piloted and implemented during the 2015-16 school year. Full implementation is expected December 1, 2016.
3. Elementary School (grades K-5) will be piloted and implemented during the 2016-17 school year. Full implementation is expected December 1, 2017.

The implementation of Canvas will include the following processes:

1. Functional training of the system that includes teacher access, student enrollment, loading instructional content, student interaction, and assessment.
2. Teacher leaders will create a master course template that will include the core components of the approved planned course documents. The core components will include:
 - a. Units of instruction
 - b. Common assessments
 - c. Common course and grade-specific learning activities (i.e. research paper) and links to outside resources (i.e. Journeys student portal, approved textbook online content, approved instructional websites).
3. Each teacher will use the course template as an outline for the teacher's assigned courses.
4. Canvas integrates with networking portals and products. Student access to video content and website content related to the course will originate within Canvas.
5. After the implementation of Canvas for each grade level (per the implementation plan), teachers are prohibited from using social media and networking portals to deliver instruction to students. Such sites include, but are not limited to Google Sites, Wikispaces and Edublogs. Additionally, other LMSs such as Edmodo, will also be prohibited.

Administration will review approved the templates created for the course and grade level prior to use by teachers for their assigned courses.

Administration will review each teacher's assigned course periodically throughout the school year. The review will include checking for the required components, posted content, and student work.

Administration recognizes that teachers and departments have developed course content and assessments using other platforms such as Google Sites. The following Google Sites will be permitted for use until December 2017:

1. Biology I - The terms of use include the following stipulations:
 - a. All newly developed course content will be created using the approved Canvas template.
 - b. All teachers and students will access the course using the district-issued email.

Nothing herein prevents any instructor from providing a link to another website that was not authored by the instructor. It is the responsibility of the instructor to preview the website for instructional value and appropriate content. Examples may include the following:

1. Instructor shares a link to the NOAA website in a science class to demonstrate how scientists monitor global weather patterns.
2. Instructor shares a link to a news media website to watch a video, read a blog, or read a news article about a current event.
3. Instruction shares a link to an instructional video website (i.e. Brain Pop) to reinforce a content concept.

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815.1-AR-1. APPROVAL AND USE OF INSTRUCTIONAL WEBSITES/SOFTWARE

All instructional websites/software that require students to login to access information and/or participate in an activity must comply with COPPA regulations.

1. All student registry information will include the student's name, teacher/class assignment, and gender. The District will make every attempt to pre-load the requisite student information.
2. No information about specialized student programming will be included.
3. No student will be registered for a license to access an instructional website/software without prior Board approval and signed parent/guardian consent.

The District will provide all administration and faculty with a list of approved instructional websites/software. The list of approved instructional websites will be posted by the Office of Teaching and Learning and will be updated as new instructional website/software is approved.

1. All instructional websites/software will be reviewed by the Office of Teaching and Learning and Technology Department for instructional value, appropriateness to district goals, and technical support. Each site will also be reviewed for security concerns by examination of the Terms and Conditions of use as well as site Privacy policies.
2. All instructional websites/software that will be used as part of the delivery of core instruction will be presented to the Education Committee and Centennial School District Board of School Directors for approval.
 - a. The approval process requires the following:
 - i. Submittal of a proposal to the Office of Teaching and Learning. The proposal will include a detailed description of the instructional website product, intended use for instruction, licensing information, and initial and on-going costs.
 - b. The District will maintain the on-going costs associated with the use of the instructional website/software.
 - c. The District will maintain all student licenses and monitor student activity on the instructional website/software.

Teachers are prohibited from using personal funds and grant funds to purchase and/or support instructional websites/software that require students to register to access information or participate in activity and have not been approved by the Office of Teaching and Learning.

PROPOSAL FOR INSTRUCTIONAL WEBSITE/SOFTWARE APPROVAL

Teacher's Name: _____

Course: _____

Grade Level(s): _____

Name of Instructional Website/Software: _____

Publisher: _____

Description of the Instructional Website/Software:

Description of Use with Students:

Initial Cost per License: _____

On-going/Maintenance Costs: _____

COPPA Information: _____

INSTRUCTIONAL WEBSITE REVIEWER RUBRIC

Complete this rubric for each instructional website/software product you are reviewing as part of the recommendation process for Board approval.

Name of the Instructional Website/Software _____

Date of Review _____

Publisher _____

Version Date _____

Course for Review _____

Grade for Review _____

Instructional Criteria	Exceeds Expectations	Meets Expectations	Falls Below Expectations
Organization			
The website/software interface is user-friendly for students. It includes directions that are grade and age appropriate.			
The website/software content that supports the subject area's goals for learning.			
Structure			
The website/software provides tiered access for student users, parents, teachers, and administrators.			
The website/software user agreement subscribes to the District's policy regarding the security of individual and identifiable student information.			

Comments: _____

Reviewer: _____ Teaching Assignment: _____

Comments: _____

Reviewer: _____ Position: _____

Technology Criteria	Yes	No
Technology Support		
The website/software is web-based and can functionally operate using current bandwidth.		
The website/software requires installation on servers or local devices.		
The website/software can be managed by District technology personnel.		
The website/software requires the installation of add-ins or other software to operate.		
The website/software requires the purchase of additional hardware to operate.		
The website/software complies with COPPA regulations.		

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: April 4, 2017

REVISED:

815.1-AR-2. RULES AND REGULATIONS INTERPRETING BOARD POLICY SOCIAL MEDIA

The District seeks to maintain a balance between the right to appropriate self-expression by District staff and students on matters of educational concern and the efficient operation of the District and its programs. Employees participating in social media activities by maintaining their own sites outside of the District's network should exercise caution to communicate clearly that they are not acting in a representative capacity, or expressing the views of the District.

District employees' personal use of online social media on the District's network is governed by the terms of the District's Acceptable Use Policy. Employees are prohibited from using District property for personal use when it is in direct violation of the District's Acceptable Use Policy. Any such incidental personal use must comply with the terms of all Applicable Laws, District policies, and Administrative Regulations. Violations of District policies could lead to disciplinary action or termination.

I. General Guidelines

- a. Students and Employees that participate in social media activities by maintaining their own sites outside of the District's network are expected to refrain from posting on social media any communications that:
 1. are libelous, abusive, defamatory, obscene, lewd, vulgar, offensive or profane;
 2. are fraudulent, deceptive or misleading;
 3. target, disparage, discriminate, or incite discrimination against any group or person on the basis of ethnicity, national origin, race, color, religion, sexual orientation, age, gender, or disability;
 4. contain spam, advertising, solicitations or include links to other sites;
 5. contain confidential information;
 6. violate any intellectual property right of another;
 7. promote or encourage hostility, disorder, violence, or disregard for violation of legal obligations;
 8. violate any federal, state or local law or regulation;
 9. violate any Board Policy or Administrative Regulation;
 10. advocate use of force or urge violation of Applicable Law, Board Policy, or Administrative Regulations;
 11. advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial

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danger to the health or welfare of students, such as tobacco, alcohol, illegal drugs, or drug paraphernalia;

12. incite violence; or

13. interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.

II. Posting Recommendations

- a. Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the District.
- b. Remember your audience: Consider the wide range of audience before making a post to ensure the post will not alienate, harm, or provoke any groups.
- c. Strive for accuracy: Information on social networks needs to be verified like any other information. Work to verify the authenticity of people and organizations before attributing facts or quotes to them.
- d. Maintain credibility: Social-media accounts of District students and employees whether on Facebook, the District website, Twitter, or elsewhere - reflect upon the reputation and credibility of the District and its schools. Even as we express ourselves in more personal and informal ways to forge better connections with our community, we must be ever mindful of preserving the reputation of the District. Every comment or link should be considered public information, regardless of privacy settings. If something should not be said at a conference or to a member of the media, consider whether it should be posted online.
- e. Use jokes and other forms of humor with caution: Avoid posting any kind of message that could be misinterpreted as factual.
- f. Do not make endorsements: Do not use the District's name to promote or endorse any commercial product, political party or candidate or any cause not expressly authorized by the Superintendent.