

Teacher Expectations and Commitments

SVVSD Learning Technology Plan

This document contains the commitments District Technology Services (DTS) will honor to ensure the highest quality support and service for teaching and learning with technology. It also outlines expectations for teachers¹ as part of the Learning Technology Plan (LTP).

The devices referenced are those specifically assigned to a single teacher; currently a laptop, an iPad mini, and associated accessories. The devices assigned by the district will remain the property of SVVSD and will be available for your professional use.

SVVSD Commitments:

1. **Access:** DTS will provide you with access to devices, supported software, apps, and accessories for your professional use as long as you are employed in a supported position.
2. **Support:** DTS will repair or replace a device reported as damaged at no cost to you. For an iPad, this coverage will only apply if it remains in the district-issued case.
3. **Professional Learning:** Your school will work with the Office of Professional Development and the Instructional Technology team to provide professional learning opportunities to you.

Teacher Expectations

1. **Ownership:** If you leave the district, you must return all equipment in good condition because the equipment belongs to SVVSD. Any equipment missing or not collected at the end of employment will be reported to HR and to DTS for further action which may include financial restitution.
2. **Care:** You are responsible for the care of your devices and must report damage via a DTS Help Desk work ticket in a timely manner. Repeated instances or willful negligence may be reported to your supervisor and may result in a charge to you or your school. Any personalization such as stickers must be removed before a device is returned or submitted for repair. Permanent modification of a device (permanent marker, engraving, etc.) is not acceptable.
3. **Loss:** You must report lost or missing devices to your school administration and to DTS immediately. Failure to do so may result in a charge to you or your school.
4. **Protective Cases:** You are expected to keep the iPad in the protective case provided by SVVSD at all times. The same applies to the laptop when it is being transported.
5. **Student Privacy:** You are expected to pay attention to student data and privacy rights as you select apps or services to use in your classroom outside of those provided by the district and to work with your administration, DTS, and the Instructional Technology team if you are in doubt prior to use.
6. **Data:** You are responsible for securing data stored on your devices including passwords, documents, information, photos, media, and other files.
7. **Backup:** You are responsible for backing up all data stored on your devices as needed.
8. **Sharing and Respecting Other's Privacy:** You should respect the privacy of others and not record, photograph, post, or share personal information of others unless you have their permission.
9. **Content:** You are expected to use good judgment in deciding what to load onto your device. Remember, your laptop and iPad are district tools and are provided for your professional and educational use.

¹ For the purpose of the LTP, teachers are considered those that engage in direct student instruction in the majority of their job. School guidance counselors are also eligible to receive a laptop as part of this program.

Agreement

I understand that the laptop, iPad, and accessories remain the property of SVVSD and that all Board of Education policies, including GBEE (<http://bit.ly/svGBEE>), apply.

Teacher name: _____

Teacher signature: _____

Employee ID number: _____

Date: _____