

While the options listed below are not exhaustive, they aim to provide school leaders with ideas for technology training for students and parents. When reviewing options, schools should consider the grade-level of students, their familiarity with technology, the current or expected phase of [Reopening Louisiana](#), and creative scheduling to prepare students and families for an unprecedented 2020-2021 school year.

Options for In-person Training - Hybrid or Face-to-Face Learning

- All students will receive Tech Training in homeroom on the first day of school.
- Students will receive Tech Training via the last 25 minutes of their ELA class.
- During the first week of school, all students will receive brief Tech Tips during the last 15 minutes of their school day.

Options for Staggered, In-Person Training - Virtual Learning

- Schools create a schedule, similar to/in conjunction with device pickup schedules for students/parents to receive Tech Training.
- During the week before school starts, schools offer optional, on-campus student/parent Tech Trainings during the evening hours.
- Schools partner with local libraries to offer a blended series of Tech Training throughout the month of August.

Options for Virtual Training Options - Hybrid or Virtual Learning

- Schools record and post or livestream Tech Training via social media.
 - Schools schedule optional Tech Training webinars for families during the afternoon or weekend hours.
 - All students receive their device with recorded Tech Training pre-loaded.
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What might a Tech Training look like for students and parents?

- How to power on/off the device
- How and when to charge the device - establishing a routine
- Basic operating system information (ex. Chromebook vs. Windows vs. iOS)
- How to access the internet
- How to operate the device's camera and microphone
- What can USB ports be used for? (e.g. jump drives, printers, mouse)
- Our school's learning management system:
 - What is it?
 - Login information
 - Apps or additional tools (e.g. Google Meets, Google Docs)
 - What can teachers see? What do students see? What does everyone have access to view?
- What protections are available for my student?
- What are student responsibilities?
- What are teacher responsibilities?
- School-Wide Code of Conduct applies to all learning environments
- Steps should be taken to troubleshoot devices
- Who/how to contact for help with assignments, expected turn-around time
- Office hours schedule (if applicable)
- Specialized Software Programs (e.g. CTE, Special Education, etc.)