

## APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2016.** Please include this application form with electronic entry.

### PROGRAM INFORMATION

County: Henrico County

Program Title: Instructional Technology Website

Program Category: Information Technology

### CONTACT INFORMATION

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### SIGNATURE OF COUNTY ADMINISTRATOR OR CHIEF ADMINISTRATIVE OFFICER

Name: John A. Vithoukaskas

Title: County Manager

Signature: 

### **Short Overview**

Henrico County Public Schools (HCPS) prides itself on its innovative approach to instruction. We believe in the power of designing high-quality learning environments and providing tools that support the development of key 21st century skills and providing information and training to all stakeholders in our digital environment.

The Instructional Technology website was designed from 2013-15 to meet the needs of these stakeholders. The website is a place for students to access student laptop training and learn to use digital resources and computer applications. It is a resource for parents to access laptop training and get the information they need to help their children. Teachers use it as a one-stop shop to access resources for instruction, digital resources; and training materials.

K-12 users access materials and training modules on digital citizenship and the many other digital resources HCPS provides. There is information about our technology conferences, Student 21, a site where students can proudly share their work, and Henrico 21, our annual celebration of technology and learning and a site where teachers access over 1,300 high-quality lessons. This newly redesigned website has become the one place for our users to have easy access to instructional technology resources.

Instructional Technology website: <http://blogs.henrico.k12.va.us/it>

### **The Problem/Challenge/Situation**

Henrico Schools' Department of Instructional Technology has always been committed to making all our resources available in an online format. For example, we provide online supporting resources whenever we provide training or professional development. This gives users a quick, easy point of reference to revisit the concepts they learned and build on the learning that took place in face-to-face sessions.

Three years ago, when the Henrico Schools departmental structure was reorganized the old staff development ("staffdev") Web page became deprecated. It was out-of-date and inaccurate. Our resources were scattered in multiple locations and in multiple formats. We needed a place to distribute Internet Safety training modules and information on data privacy and security for students, teachers, and parents. We also needed a place to provide resources to document the implementation of our new Learning Platform, Schoology to all stakeholders.

We needed a way to make accurate information available 24/7 and provide access to our multiple stakeholders in an equitable way. A new Instructional Technology Department website was desperately needed to provide a high-quality 21st century environment for all stakeholders to have one simple place to go to access all resources 24/7.

### **How the Program Was Carried Out**

As planning began for the website, we realized the needed for it to be well designed and flexible so that it could grow as our initiatives grew. Thorough planning was essential. It was also important to us that the interface was sleek, simple, attractive, modern and

### 3 | **Instructional Technology Website** Henrico County, Virginia

representative of the work we do as a department.

The first task was to define all the resources we wanted to host on the site and build a site map to best accommodate them. The site would need to be easy to navigate and have an easy-to-use navigation bar. We decided on the following categories for our site:

**About:** Information about our department, including mission and vision statements

**Digital Citizenship:** Online curriculum for elementary and secondary students. This is also available for teachers and parents.

**Events:** Links to the Henrico 21 event site and our elementary, secondary and leadership technology conference

**Learning Platform:** Resources for our new learning platform, Schoology

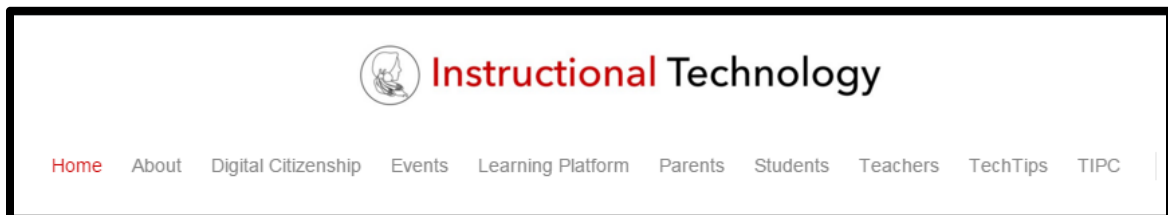
**Parents:** Laptop training and resources parents can use to help their students; technology-resource assistance for parents

**Students:** Student laptop training; training materials for students

**Teachers:** Information for new teachers; online training for new teachers; elementary school laptop training

**TechTips:** Training materials for teachers on all digital resources; approved digital resources for students under 13; Directions for use of digital resources

**TIPC:** Our digital rubric for 21st century instruction



A team of Instructional Technology Resource Teachers (ITRTs) and Instructional Technology Department personnel worked to find a WordPress theme that was flexible, aesthetically pleasing and effective for our site. Responsive themes allow for more information on the page, a better navigation experience and an abundance of design choices. Team members selected sections of the page over which they would have responsibility. Design parameters were set for consistency sitewide. We developed the page over the course of a year and we asked stakeholders for suggestions throughout the process. Changes were made based on feedback and the site was rolled out for the 2014-15 school year.

During the spring and summer of 2015, all student-training resources were revamped. Digital citizenship resources were revamped and modules were created for secondary teachers to use with their students. Elementary student digital citizenship content was reviewed and uploaded to the site. We added resources to support Schoology, our new K-12 learning platform.

Timeline:

2013-14

- Established need for an instructional technology website
- Themes and plugins reviewed for site
- Began to map out structure for the site
- Began work on a sample site
- Purchased new, responsive WordPress theme
- Began training and professional development on the new theme

## 5 | **Instructional Technology Website** Henrico County, Virginia

- Created site map

2014-15 school year:

- Created new site from scratch
- Revamped and linked external sites (such as Henrico 21, Student 21, and TechTips) to the site
- Collected and added resources to the site
- Introduced site to teachers and students

2015-16 school year:

- Revamped digital citizenship content and added to the site
- Revamped and replaced student training on the site
- Added terms and conditions information
- Added Schoology content to the site
- Added technology conference information

The following technologies were used to create the project:

- Google Apps for Education
- WordPress blogs: <http://blogs.henrico.k12.va.us>, an internal WordPress-blog server HCPS set up to provide blogs for all teachers and students
- Internet
- Laptop computers
- WordPress themes and plugins
- Photoshop

### **Financing and Staffing Cost**

Costs were minimal. Twelve-month Instructional Technology Resource Teachers and the central office instructional technology staff worked on the project. We used an internal WordPress blog-server that was already set up to provide all teachers and students with access to their own blogs. The only cost associated with the project was the purchase of the “Salient” WordPress theme at a cost of \$59. The biggest cost was staff hours. The project has required more than 800 hours of staff time.

### **Program Results**

Through the efforts of a strong instructional technology team, the department has a high-quality website that is available to all of our stakeholders as well as to other users who can access our resources for their schools. Please see Supplement A below. This resource is used:

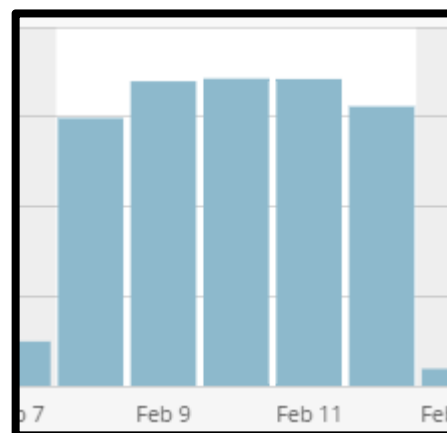
- By all middle school students for laptop training as well as high school transfer students. Any time a student needs to reference how to use a feature of their laptop, they can refer to these materials.
- By our more than 50,000 students in grades K-12 for digital citizenship training.
- By all parents of incoming sixth-graders who complete their parent laptop training online and then verify completion with an electronic assessment. We used to host more than 100 face-to-face training sessions. Since the online resources are such a hit, we now only host two per school
- By teachers who access the Henrico 21 site to find high-quality 21st century lessons and materials for instruction.
- By students, teachers and parents who use TechTips to learn to use their computer programs and Web-based tools; and to determine which sites have been vetted and are safe for students under age 13.

- By our stakeholders – parents, teachers and students – who get information about our new learning platform, Schoology.
- By new teachers that go to the site for resources to complement the training they get during new teacher orientation.
- By all K-12 teachers and leaders to access information about our K-5 Summer Tech Takeout conference and our 6-12 TechFest.

What's to come for the 2016-17 school year? Any site needs to evolve to remain current and to draw people back. Current projects in process for the site include:

- Currently working with the Henrico Police Division and School Resource Officers to create a series of videos on Internet safety aimed at elementary and secondary students, teachers and parents. These resources, as well as a standardized Internet safety presentation for PTA and faculty meetings, will be available for school personnel or school resource officers who want high-quality, engaging resources to use with students and parents.
- Further development of the Schoology tab on the website as this is rolled out to grade 6-12 stakeholders in the 2016-17 school year, and to grade K-5 stakeholders in the 2017-18 school year.
- A new section that will provide parents with information about student data privacy and what we do to protect student information.
- Information about Leading Edge, our new technology conference for leaders.

Because it is widely used throughout HCPS, and for varying purposes, the site is one that our constituents know they can always go to if they need





help. For a typical week in February 2016, the average was nearly 700 hits a day. The site has had as many as 3,800 hits on our busiest day and more than 135,000 hits since the beginning of the year.

It is one of our core beliefs that everything the Instructional Technology Department creates needs to be easily accessible and available to anyone who wants access. Many other school systems all over the country and around the world access the site to use the online resources and our model 21<sup>st</sup> century lessons on Henrico 21 and Student 21 sites.

Our goal is to continue to create and provide resources to help our students succeed in school; to help our teachers make instruction easier; and to bridge the gap between schools and home. An ever-changing, ever-growing website is a sign of a healthy school division and a healthy department. We love being able to help our students, teachers and parents understand and appreciate how technology enhances education in Henrico County Public Schools.

### **Brief Summary**

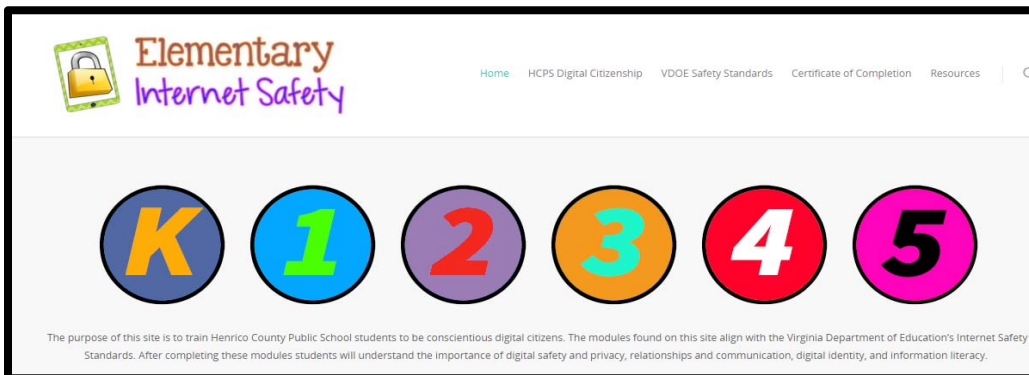
This Instructional Design website project touches more than 3,800 teachers, more than 50,000 students and more than 42,000 HCPS student families. It provides immediate access to the digital resources needed for those groups to succeed and thrive throughout the school year. In this digital age, having resources available at any time, on any device makes information not only accessible and effective, but simple. The projects strive to fulfill a key value of technology within Henrico Schools: to provide all stakeholder groups with easily accessible information.

**Supplement A:**

**Student Training Page**




**Elementary Digital Citizenship Training**



**Secondary Digital Citizenship Training**


### Safety and Responsibility

Protect yourself, your privacy, and your devices by being aware of the ways you connect with the large scope of the internet and its users.




**HCPS Expectations & Code of Conduct**

- Sure, you've signed the HCPS code of conduct, but do you follow the guidelines? Why are they in place and what do they mean?



**Identity Protection & Privacy**

- Is your login password identical for various websites? In what ways can this practice put you at risk?




**Device Care & Security**

- Has a friend ever dropped a computer and cracked the screen? Do you know people who acquired computer viruses that cause problems with their machines?

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### Relationships and Communication

Our digital relationships are more important than ever. Digital citizenship defines how to safely and responsibly interact with others in a virtual environment, to build positive relationships and communicate effectively.




**Netiquette**

- What kind of tone is conveyed through a message written in ALL CAPITAL LETTERS?




**Cyberbullying**

- Have you ever sent or received electronic messages that are intentionally hurtful?



**Social Media**

- What are you putting out to the world through your social media presence? Are the things you're posting through social media today going to be a help or hindrance to you in the future?




**Mobile Devices**

- What are the advantages and disadvantages to always being connected?

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### Digital Identity

Your digital identity deals with who you are online and how your actions can affect your future.




**Digital Footprint**

- Did you know that digital information about you is collected after each time you click a link, complete a survey, purchase an item, or upload a photo? What trail of digital information have you left behind?



**Reputation**

- Before you leave comments on photos, videos, or through social media, do you ever consider how those comments may sound to other people and may shape your reputation?




**Self-Image**

- If you Google yourself, do the search results reflect the way you see yourself?

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### Information Literacy

In order to be fluent in a complex digital world, you will need to identify, locate, evaluate, and effectively use information and ensure credit is given to the appropriate source.




**Utilizing & Evaluating Web Resources**

- How do you find and verify quality sources online?



**Creative Credit & Copyright**

- What harm is there in just using any picture that I want?



**Plagiarism**

- Why can't I just copy and paste content from the internet?

## Parent Resources



[Home](#) [About](#) [Digital Citizenship](#) [Events](#) [Learning Platform](#) [Parents](#) [Students](#) [Teachers](#) [TechTips](#) [TIPC](#) [Q](#)

## HCPS Parents

This page contains information for parents of HCPS Students and links to valuable resources parents can use to help their students become responsible 21st century citizens.

**[Parent Resource Guide – Click here to begin](#)**

This document contains valuable information for parents on how to use HCPS Digital Resources. Learn how to go to check your student's grades, find out their homework, pay fees online, and more! You will find descriptions of digital resources, written directions on how to use them, and video tutorials

## Digital Resources

The screenshot shows the 'Instructional Technology' website. At the top, there is a navigation bar with links for Home, About, Digital Literacy, Events, Learning Pathways, Parents, Students, Teachers, and Staff/Sp. Below the navigation bar, there are three columns of text: 'eLearning / Managed Resources', 'HCPSS Software & Apps', and 'HCPSS CORE'. The main content area is a grid of logos for various digital resources, including ClassDojo, Edmodo, EVERFI, IXL, padlet, SCRATCH, TIN KERCAD, Wondershop, ActivInspire, BRAINPOP, Gizmos, Windows Movie Maker, diigo, EDpuzzle, EVERNOTE, IRIAN ACADEMY, NEWSLA, PIXLR, Quizizz, SPELLINGCITY.COM, vt, zing!, and Office. Other logos include EasyBib, educreations, Front Row, GeoGebra, noredink, Quizlet, thinglink, vevideo, ActiveEngage, Blackboard collaborate, Discovery Education, Google earth, and Interactive Projectors.

## Instructional Technology Events

The screenshot shows the 'Instructional Technology' website. At the top, there is a navigation menu with links for Home, About, Digital Citizenship, Events (highlighted in red), Learning Platform, Parents, Students, Teachers, TechTips, and TIPC. A search icon is located to the right of the menu. Below the navigation is a large banner image of a crowd of people with the word 'Events' overlaid in white. Underneath the banner is a section titled 'HCPS-Related Events' in a grey bar. This section contains four event cards: 1. 'Henrico 21' featuring a poster with the text 'Let Me Take a Bite - World Star & Vision' and 'Animal Habitats - 7455'. 2. 'Student 21' featuring a photo of three students in blue and black shirts looking at a laptop. 3. 'TeacherFEST' featuring the text 'A Craft Teaching Approach to Education' and 'Glen Allen High School August 12, 2015'. 4. 'Elementary Conference' featuring a photo of three people standing in front of a whiteboard with diagrams. Each card has its name written in red text below it.