

Intent to Participate

An agreement between the
Instructional Technology Initiative (ITI) and schools participating in
ITI Practitioner Schools 5.0 Digital Citizen

The Practitioner Schools 5.0 Digital Citizen program is designed to shift instructional practices and cultivate 21st century skills that are required to succeed and thrive in today's world. Participating schools will use the [Leading with Instruction Progress Report](#) the [ISTE Standards](#), and the [Computer Science Framework](#) to strategically and systematically ensure students are granted ongoing learning opportunities to leverage digital resources and cultivate 21st Century practices.

Purpose:

The intent of the Practitioner Schools 5.0 Digital Citizen Program is to strategically and systematically ensure that L.A. Unified students are granted intentional exposure to leveraging digital resources and to developing and integrating foundational 21st century practices within the K-12 classrooms. The goal is to create learning experiences that grant students opportunities to be interconnected and practice 21st century skills, computer science education, digital citizenship and dispositions on a daily basis.

ITI invites schools ready to systematically refine their instructional practices to apply for this program. The purpose of this program is to create a learning community of like-minded schools that collectively explore how to leverage digital resources to transform teaching and learning using the ISTE Standards for Students, digital citizenship, and to support students in developing awareness of foundational computer science concepts and practices.

In addition, by resourcing an Instructional Technology Facilitator (ITF) to the school site's Instructional Leadership Team, ITI seeks to identify, document, and showcase examples of effective implementation of the [ISTE Standards for Students](#), digital citizenship efforts and computer science education to help more schools shift into 21st century instructional practices.

In collaboration with the school site, ITI will gather data to inform future District-wide practices around teacher practice, student engagement, learning outcomes, and different innovative learning spaces and environments.

Practitioner Schools 5.0 Goals: Digital Citizen

The Practitioner Schools 5.0 Digital Citizen Program is designed to promote collaboration and learner agency and to challenge teachers to continuously learn and reflect upon their instructional practices. As participants of the program, school sites will use the [ISTE Standards for Students](#) to guide their work as they actively participate in the following:

- Provide students with learning opportunities to practice 21st century skills on a daily basis, thereby granting students the ability to build proficiency in 21st century practices for success.
- Enhance and improve collaborative teaching and learning practices by strategically leveraging digital resources through 21st century lesson design by integrating cross-curricular, cross-disciplinary, interdisciplinary, transferable, noncognitive, and soft skills.
- Collaborate with other Practitioner Schools, which include inquiry group meetings centered on lesson study, action research, text-based discussions and other activities to foster common dialogues about the intentional embedding of methods in the core curriculum.
- Share promising practices with other schools in the District.

This Intent to Participate outlines the terms and understanding between the Instructional Technology Initiative (ITI) and participating schools (referenced as “Practitioner Schools 5.0”).

School Commitment:

A school selected for Practitioner Schools 5.0 is committed to pioneering and modeling for others in the District how to engage in the instructional shifts needed to cultivate 21st century skills and practices as outlined in the [ISTE Essential Conditions](#). These Essential Conditions are the necessary conditions teachers and school administrators can use to effectively leverage digital tools and resources for learning. Practitioner Schools 5.0 will focus on digital citizenship and collaboration among the school community, leadership and instructional staff for effective school-wide implementation of these practices and skills. As part of the program, the school will select a Digital Citizen Champion (DCC) who will co-lead with the Instructional Technology Facilitator (ITF) in the designing interdisciplinary cross-curricular, cross-disciplinary, transferable, noncognitive, and soft skills learning experiences that leverage digital resources. The ITF will collaborate with the school’s ILT to develop the instructional initiatives outlined in this program and prepare the site to be a showcase for other District schools in the areas of instructional leadership and promising instructional practices.

As a participant in the Practitioner Schools 5.0 Program, the school agrees to the following:

- Convene a Practitioner Team that will be known as “DC Team” and from that team, identify a [DC Champion](#) who will serve as the ITF’s primary point of contact. The DC Team at minimum must include: The principal (or administrator designee), a teacher, an additional teacher or out-of-classroom support staff (such as an instructional coach). The DC Team and DC Champion will:
 - a. Designate one certificated or classified staff member as a Technology Support Lead who will address any District-related technical support issues
 - b. Ensure all teachers have capacity to facilitate having students access their SSO login information
 - c. Draft a professional learning plan (within the Instructional Technology Plan template) for the 2020-2021 school year that is in alignment with the goals of the Practitioner Schools 5.0 Digital Citizen Program.
 - d. Agree that the role of the ITF is an instructional coach and determine how the ITF will be integrated into the school’s instructional practices.
 - The school understands that the ITF’s role is instructional and, as such, the ITF will not provide technical support or be required to provide supervision.
- Establish regular planning time for teachers in which the ITF can participate in collaboratively designing instruction that cultivates 21st century skills and practices as outlined by the [ISTE Standards for Students](#).
- Allocate funds needed to send a three-member DC Team (including the principal who is required to attend; total of 3 members) to each of the learning sessions outlined below:
 - a. Onboarding (face-to-face or Virtual sessions)
 - Wednesday, August 12, 2020
 - Thursday, August 13, 2020
 - b. Follow-up Learning (face-to-face sessions):
 - Friday, October 2, 2020
 - Friday, March 12, 2021
 - Friday, May 21, 2021
- Plan, coordinate and host a Local District Digital Citizenship PD and Showcase event during the week of October 12, 2020.
- Plan, coordinate and host a Local District Computer Science PD and Showcase event week during the week of December 7, 2020.
- Plan, coordinate and host a Local District ISTE PD and Showcase event week during the Spring Semester.
- Agree to treat this program as a schoolwide initiative with a majority of the teachers participating in this work.

- Commit to serve as a LD District/Community of Schools mentor school by hosting school PD and showcase events that highlight your learning, promising practices, and provide updates on the school's progress in implementing 21st century instruction.

Within the first month of instruction:

- Set a meeting with the ITF to go over roles, responsibilities and expectations, mid-year, and end-of-year check in and progress updates.
- Include the ITF in the school's Instructional Leadership Team meetings to assist in bringing cohesion to schoolwide instructional initiatives.
- Begin process to become a [Common Sense Digital Citizenship School](#) (Certification to be completed by the 2020 Thanksgiving Break).
- Begin process to complete an Instructional Technology Plan if needed register for an ITI three-day Technology Planning Cohort (school selects Cohort based on the dates that work best for their team).

Ongoing throughout the school year:

- Allocate time for the ITF and Dig Cit Champion to go into classrooms and participate in grade-level/subject planning teams to work with teachers as instructional coaches focused on promoting sound instructional practices. Collectively, the ITF and PS Champion will co-teach, model and design instruction with teachers to ensure that instruction is intentional about leveraging digital resources and cultivating 21st century skills and dispositions.
- Be an active participant and contribute to the learning communities dedicated to Practitioner Schools 5.0. This includes having the DC Team attend the follow-up Learning (face-to-face sessions):
 - a. Friday, October 2, 2021
 - b. Friday, March 19, 2020
 - c. Friday, May 21, 2020
- Follow through in attending an ITI three-day Instructional Technology Planning (ITP) Cohort and submit a completed instructional technology plan prior to the end of the 2020-2021 school year. It is recommended that the school attend an ITP Cohort and begin writing the plan before school begins.
- Follow through in attending virtual sessions from 3:30 p.m. - 4:30 p.m. (dates below are subject to change):
 - Thursday, September 10, 2020
 - Thursday, October 15, 2020
 - Thursday, November 12, 2020
 - Thursday, December 10, 2020
 - Thursday, January 21, 2021
 - Thursday, February 11, 2021
 - Thursday, March 11, 2021
 - Thursday, April 8, 2021
 - Thursday, May 6, 2021

- In partnership with the ITF, the DC Team will facilitate professional learning during school's banked time (or equivalent) or after school that is focused on building teachers' capacity in cultivating the goals of this program.
- Staff agrees to make their learning available to others in the District by supporting ITI in identifying teachers to produce exemplars and allowing the ITF to work with teachers to package these exemplars that will be shared via the ITI scalar platform: <http://scalar.usc.edu/works/lausd-iti-task-force-recommendations/index>.
- Staff agrees to complete periodic online feedback Surveys, regarding the implementation of 21st century practices to help ITI determine additional support if needed.
- Conduct periodic, non-evaluative site and classroom visits by teachers, principals and District leaders for the purpose of learning from the school's progress in accomplishing this program's goals.
- Host visits and share learning with other District schools striving to build a cohesive 21st century aligned instructional model.
- Promote partnership with ITI and participation in the PS 5.0 Digital Citizen Program by utilizing the following promotional and publicity materials:
 - a. Include digital badge for school website and email signatures
 - b. Establishing social media account with Twitter hashtag #EmpoweredbyITI and @ITI_LAUSD
- Utilize ITI as a thought partner when planning school wide events pertaining to Instructional Technology.

Optional release of teachers (using school identified funds) to visit other Practitioner Schools and observe instruction in practice.

Participating schools understands and agrees that ITI can collect data throughout the school year via multiple channels, including but not limited to surveys, focus groups, interviews, periodic non-evaluative classroom observations, artifacts and other forms of evidence to document the 21st century instructional practices the Practitioner School is modeling and making available for other schools to learn from.

School Selection Criteria:

Essential traits of a school participating in the Practitioner Schools 5.0 Digital Citizen Program include:

- A collaborative Instructional Leadership Team (ILT) that convenes on a regular basis to coordinate systematic, school-wide instructional initiatives and reflects the voices of multiple stakeholders from the school community.
- A system in place to facilitate timely collaboration and calibration in instructional practices (i.e., common planning times, instructional rounds, etc.).
- Instructional practices that already align to the skills and practices of the [ISTE Standards for Students](#), and an understanding that effective 21st century is about pedagogy, not tools.

- Ability to demonstrate a school-wide commitment to cultivating 21st century skills and dispositions through interdisciplinary instruction.
- Dedicated digital tools and resources and support infrastructures.
- A demonstrated effort among leadership and instructional staff to go beyond the limitations of pre-packaged curricula.

Schools will be selected based on the collective input of ITI and Local District leadership. Interested schools are encouraged to apply at: <http://bit.ly/ps5application>

Instructional Technology Initiative Commitments:

As a support to the Practitioner Schools 5.0, ITI agrees to the following:

1. ITI will assign an ITI representative (known as an “Instructional Technology Facilitator” or “ITF”) to support your school as an integrated member of your school’s Instructional Leadership Team (ILT).
 - a. The role of the ITF is to be an instructional thought partner to the school’s ILT and, in collaboration with the school's self-identified Practitioner Team, assist the school in making the shifts needed to attain effective 21st century instructional design that aligns with the [ISTE Standards for Students](#);
 - i. The ITF will work with educators to scaffold questions and tasks to ensure learners are being empowered to think and apply their thinking in relevant ways.
 - ii. The ITF will focus on building pedagogical capacity first before investing in it—or implement both digital tools and innovative ideas.
 - iii. The ITF will provide ongoing professional learning support so teachers have the confidence to use digital tools and resources effectively in the classroom. This is vital for school leaders as well, so they know what to look for and so they can provide teachers with meaningful feedback for growth.
 - iv. The ITF will support in making innovative learning spaces on campus.
 - v. The ITF will support in the collection of the learning needs of your staff by polling and eliciting input from them.
 - vi. The ITF will provide meaningful professional learning opportunities that are job-embedded, ongoing, and aligned to research. Give educators an opportunity to apply what has been learned.
 - vii. The ITF will make the time to create or improve your professional learning network by connecting with other school leaders through tools such as Twitter.
 - viii. The ITF will consistently use social media communications to organically highlight your school and build school capacity.
 - b. **Project Exclusions:** This project is instructional at its core. Technical support is not provided by ITI or its representatives. Technical support will continue to be

provided by ITD's helpdesk at the following link:
<http://achieve.lausd.net/onlineHELP>

2. ITI will provide professional learning and instructional support to build school's capacity in leveraging digital resources and implementing the [ISTE Standards for Students](#), Digital Citizenship and Computer Science Education to strengthen and enhance curricula, personalize instruction, and engage students and parents. Supports include:
 - a. Professional learning sessions for each of the ISTE Standards for Students through the ISTE Suite offerings
 - b. Guidance on attaining Common Sense Digital Citizenship Certification (school-wide)
 - c. Computer Science Education:
 - i. Elementary: CS Fundamentals
 - ii. Secondary: Navigating Computer Science
3. Facilitate the process for others in the District to learn from the Practitioner Schools 5.0 Program by coordinating periodic campus visits and/or curating exemplar's that illustrate the implementation of the [ISTE Standards for Students](#), digital citizenship, and computer science education.

Funding and Financial Considerations:

As part of this program, ITI funds the placement of an ITF at the Practitioner School for the purposes of serving as an instructional coach focused on cultivating sound instructional practices through the ISTE Standards for Students, digital citizenship, and computer science education. Participating schools understand that ITI does not have funding available to compensate the school's Practitioner Team for attending the required face-to-face learning sessions.

- By submitting this application, schools are agreeing that they will identify the funds needed to send a three-member team to each of the learning sessions outlined above in the commitments section.

Duration of Term and Termination Process:

This one year agreement will commence upon a school's acceptance into the Practitioner Schools 5.0 Program starting in June 2020 with an initial planning meeting. Initial sessions will be focused on outlining the school's professional development calendar for the 2020-2021 school year, discussing the onboarding process, and strategizing how the ITF will best be leveraged to support interdisciplinary instructional design that cultivates 21st century Learning practices. Contingent upon a school's ability to fulfill their commitments as outlined below, ITI is committed to offer instructional support throughout the 2020-2021 school year. The direct support of an ITF being allocated to the school site will conclude on the last day of instruction in **June 2021**; thereafter, pending funding, additional opportunities will be available for the school to continue to be part of the learning community to refine their practices and share their learning with other schools.

Application

Schools who meet the criteria above are encouraged to apply at: <http://bit.ly/ps5application> (**Applications Due June 5 at 5:00 p.m.**) to take part in this exciting learning opportunity. Schools will be notified by June 12, 2020 if accepted, see timeline below.

May 29, 2020	Application window will open
June 3, 2020	ITI Informational webinar at 3:30 p.m.
June 5, 2020	Application window will close at 5:00 p.m.
June 5-8, 2020	Applications will be scored
June 8, 2020	ITI will submit applications to LD for final selection
June 11, 2020	LD will provide ITI with the list of schools selected
June 12, 2020	ITI will notify selected schools

There are three parts to the application process.

1. Google Form Application (Application window: May 29-June 5, 2020)
 - apply at: <http://bit.ly/ps5application>
 - **Submission Directions**
 - Submit Google Form once completed
2. Acknowledgement Form (pg 10)
 - **Submission Directions**
 - Save your Acknowledgement Form as a PDF
 - Save your Acknowledgement Form in your Google Drive
 - Turn on the share feature to “View Only”
 - Copy the link.
 - Paste the link in the PS 5.0 Google Form (Section 3, Question 11)
3. Showcase Your School through Multimedia (pg 11)
 - **Submission Directions**
 - Save your artifact to your Google Drive.
 - Turn on the share feature to “View Only”
 - Copy the link provided.
 - Paste the link in the PS 5.0 Google Form (Section 3, Question 12)

Additionally, schools that may have questions are encouraged to join us for a Question & Answer (Q&A) session on any of the following dates:

- Wednesday, June 3 3:30 p.m. - 4:30 p.m.

Join a Q&A Zoom Session from your computer, tablet or smartphone:

- Join Zoom Meeting
 - <https://zoom.us/j/96894467149>
- Join by phone: +(669) 900-9128
 - 96894467149#
 - Meeting ID: 968 9446 7149

For more information regarding the Practitioner Schools 5.0 Digital Citizen Program, please visit <http://achieve.lausd.net/iti> or contact Sophia Mendoza, Director, at sophia.mendoza@lausd.net.

INSTRUCTIONS: Complete page 10 and submit electronically as an attachment for the 2nd to last question in your application.

Acknowledgement Form

School Principal: Your signature below reflects that you have read and agreed to the above referenced content and you are requesting to participate in the ITI Practitioner School 5.0 Program for the 2020-2021 school year. **Your signature below also indicates your understanding that ITI reserves the right to retract your acceptance and/or the support of an ITF if you are unable to comply with the above outlined commitments.** Should there be a change in the school's leadership (principal or instructional director) the new leadership team would need to reaffirm their commitment and ability to uphold the above outlined commitments.

School Name:	
Principal Name:	
Principal Signature:	
Principal Phone Number:	
Principal LAUSD Email:	

Instructional Director: Your signature below reflects that you have read and understand the above referenced content and will be an active participant in supporting the above school in their commitments as an ITI Practitioner School for 2020-2021 school year. **Your signature below also confirms that you understand that the role of the Instructional Technology Initiative is a support role and, as such, is committed to partnering with you and the school to ensure calibrated efforts.** Should there be a change in the school's leadership (principal or instructional director) the new leadership team would need to reaffirm their commitment and ability to uphold the above outlined commitments.

Local District:	
Instructional Director Name:	
Instructional Director Signature:	
Instructional Director Phone Number:	
Instructional Director LAUSD Email:	

INSTRUCTIONS: Create an artifact and submit electronically as an attachment for the last question in your application.

Showcase Your School through Multimedia

In a creative format of your choice, showcase your school's intent to participate by summarizing your goals and expected outcomes of participating in the Practitioner Schools (PS) 5.0 Digital Citizen program. This will serve as an opportunity to display your school's personality, culture and to elaborate upon your team's vision and intent in applying for this program.

Please refer to any or all of these guiding questions as you create your artifact:

If you are a returning school include the impact being a Practitioner School has had on the school.

1. What goals or outcomes do you hope to achieve through participation in the Practitioner School program?
2. How does your school currently leverage instructional technology to advance teaching and learning?
3. Given that coaching and professional learning are core components of this program, what ideas do you have for making the most of these growth opportunities within the Practitioner School program? How will you cultivate collaboration and the sharing of promising practices among instructional staff? What existing resources would you leverage to support these practices?

Examples of creative formats to choose from, but not limited to are: an infographic, a blog, a poster, a video, a podcast, or a presentation. If selecting to submit a video, podcast or slide presentation, please limit to no more than 5 minutes or 10 slides.

Submission Directions

- Save your artifact to your Google Drive.
- Turn on the share feature to "View Only"
- Copy the link provided.
- Paste the link in the PS 5.0 application (Section 3, Question 11)

Rubric

Category	Missing 1 point	Fair 2 points	Adequate 3 points	Exemplary 4 points
Artifact Quality	Artifact is disorganized and does not relate to the main theme of the practitioner school opportunity or answer the key questions.	Artifact is organized, relates to the theme of the practitioner school opportunity but is poorly articulated; no examples or details are provided.	Artifact is defined and relates to the main theme of the practitioner school opportunity; provides examples.	Artifact is well defined, clearly organized, and contains support for the practitioner school timelines; provides detailed examples.
School Vision	No goals or outcomes described. No examples provided.	Application is loosely tied to vision for a sustainable learning environment, serving students and teachers. No examples provided or connections to the Leading with Instruction Progress Report.	Application contains a defined vision for a sustainable learning environment, serving students and teachers. Clear outcomes and goals. Some connections reference the Leading with Instruction Progress Report.	Application contains a clearly defined vision for a sustainable learning environment, serving students and teachers. Examples provided with clear outcomes and goals and alignment with the Leading with Instruction Progress Report.
Expected Outcomes	No sustained plan to encourage success or failure to colleagues.	Application is loosely tied to expected outcomes.	Application contains defined and expected outcomes.	Application contains defined and expected outcomes. Examples provided.
School Culture	No sustained plan to encourage and support practitioner school.	Minimal plan to support ongoing practitioner school.	Has a plan to cultivate a culture that supports ongoing, relevant, engaging, practitioner school.	Has a plan to cultivate a culture that supports ongoing, relevant, engaging, practitioner school with a plan for sustainability and growth. Examples provided.