**Sample Unified School District Digital Materials Process and Procedures**

1. Specification of digital core materials usage
   1. Districtwide or site-specific
   2. Applicable grades and/or subjects
2. Format of Digital Materials:
   1. Static or web-based and interactive
   2. How are they accessed? Is internet required?
      1. Links on site or district websites or pre-loaded software
3. Devices Used:
   1. E.g. Tablets, Chromebooks, hot-spots, and home internet
4. Source of Devices:
   1. LEA-provided, parent-provided, or combination
      1. If not LEA-provided for all (1:1), describe the parent/guardian survey process used to ensure sufficiency
5. Processes in Place for Ensuring Sufficiency:
   1. Record of device distribution to students for sufficiency purposes
   2. Technical guidance and options for support that accompany district-provided devices at time of distribution
   3. Waiver of assurance/opt-out form completed by parents/guardians that decline district or site-provided devices assuring that students have the necessary access to devices and internet, including instructions on how to obtain district or site-provided devices if their access status changes
   4. Site-centralized record retention for monitoring purposes
6. Authorized Designee Date & Signature

REQUIRED ELEMENTS

Sample Unified School District will utilize a combination of materials formats for the 2022-23 school year. (1) Grades K-1 will utilize core materials in a traditional format, while grades 2-12 will utilize core materials in all subject areas in a digital format.

(2) The digital core materials have interactive web-based components. (4(a)(i)) During the 2020-21 school year, prior to securing Chromebooks and internet devices for students to access the content, the district surveyed parents/guardians to determine students’ home access to devices and internet. Approximately fifty percent of SUSD students indicated they already had access to equipment and internet at home.

((3), (4), & (5(a)) and (5(c)) The district has purchased Chromebooks as well as hot-spot devices and unlimited access subscriptions for students to cover at least eighty percent of the student population based on the survey results. As part of our registration process for the new school year for all students, parents/guardians are being surveyed to determine whether their student will be checking out the district-provided equipment or using home equipment. Those who elect to have their student(s) use their own equipment/internet must complete an opt-out form for the district-provided equipment and provide assurance that students will have the necessary access to them. In addition to acknowledging security risks for use of their own equipment, they are provided instructions on how they can contact the district if their access status ever changes and how they can check-out district-provided equipment.

Distribution for the district-provided devices at each school site will take place the week before school starts by grade level. ((2(b), (5(a) and 5(b)) Along with the device(s), students will receive a technical support guide with instructions on how to access the materials from the district webpage as well as a district support number to assist with additional technical needs. Completion of the survey and liability acknowledgement is required before equipment will be distributed to the student. Packets with the registration questions and acknowledgements will also be available at time of distribution. (5(d)) Records of distribution and opt-out assurances will be kept on record at each site’s library.

(6) Administrator’s Signature, Title Date

*This sample is based on* Williams*-monitoring criteria only*