**Capstone Log**

**Instructional Technology Department**

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| **Candidate:  David Lockhart** | **Mentor/Title:  Stephanee Stephens Director** | **School/District:  KSU Iteach** |
| **Capstone Title:**  Putting the Focus on Digital Citizenship | | |

**You are not required to reflect after each entry. Reflections can address one or more entries in the log.  
Just delete the reflection row if you do not use it.**

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| **Date** | **Activity/Amount of Time (Please total the time after the last entry.)** | **PSC/ISTE Standards** |
| **May 2016** | Meeting to discuss Digital Citizenship Introduction with School Instructional Technology Coach (2 Hours) | Standard 4.2 |
| Reflection: As a member of KSU Iteach, we were in schools for a relatively short amount of time. I knew that I was going to be at Roswell in the Fall of 2016, and I knew that one of the key worries going into the fall would be meeting the digital citizenship requirement set out by the district. This meeting was about establishing a relationship with the instructional technology coach and starting to talk about school perceptions of what would work in digital citizenship curriculum. The relationship building aspect may have been the most important part of this meeting. | | |
| July 2016 | Met with school instructional technology coach to further discuss the specifics of Common Sense Media’s curriculum and possible modes of curriculum delivery. Followed up with communication to plan specifics and make choices needed in order to complete the instructional model deliverable (4 Hours) | Standard 4.2 |
| Reflection: This meeting was meant as a way to further drill down into what the school wanted when it comes to the process of getting certified by Common Sense Media. This meeting was more fact finding to see what would actually work as a process for this project. From that I was able to develop some options for delivery for school. | | |
| July 2016 | Design Schools Instructional Model and Plan in order to deliver Common Sense Media Digital Citizenship Curriculum on a Yearly Basis and create survey on staff learning needs in regards to digital citizenship (7 Hours) | Standard 4.2, 3.1, and 3.3 |
| Reflection:  After talking with the instructional technology coach about the best option, this time was spent actually developing a plan that could be reused going forward to ensure both professional development and student instruction. I also took this time to develop a staff survey so we could further drill down our professional development needs to what staff actually needs. | | |
| August 2016 | Analyze survey results and evaluated what staff development needs were needed past what Common Sense Media provides. Met with Instructional technology coach to discuss survey results (5 Hours) | Standard 4.2, 3.1, and 3.3 |
| Reflection:  This was all about actually analyzing the survey results. We found that several teachers really preferred the Nearpod way of delivery so we planned to develop training for Nearpod that could also help us in the future. We also planned to do an interactive resource guide that has instances of needs for digital citizenship and a site that allows additional student information that teachers could also learn from. | | |
| August 2016 | Developed additional staff development materials and meeting with the schools instructional technology coach in order to evaluate the additional materials (8 Hours) | Standard 4.2, 3.1, and 3.3 |
| Reflection:  This was time spent developing the resources discussed in the last reflection. The instructional technology coach and I then met to evaluate them and she had a positive reaction to all of them! | | |
| August 2016 | Meet with staff in order to communicate digital citizenship plan, requirements, and support (2 Hours) | Standard 4.2 |
| Reflection:  This meeting was to ensure that we were all on the same page. There were some gripes about having to take instructional time, but that was to be expected. | | |
| August 2016 | Development and Delivery of Nearpod training materials in order to both use during Digital Citizenship and to use later (7 Hours) | Standard 4.2, 3.1, and 3.3 |
| Reflection:  This step was all about developing and delivering Nearpod training! Staff was very excited to see this tool, and not only do I think we will use it during digital citizenship but there will also be use in the classroom. It was also a great training experience | | |
| September 2016 | Implementation of Common Sense Medias digital citizenship curriculum and 1 to 1 coaching to ensure success (13 Hours) | Standard 4.2, 3.1, and 3.3 |
| Reflection:  This was all about touching base and making sure that teachers were doing well. I visited several classrooms and helped them implement the curriculum. I also helped several folks with Nearpod. | | |
| September 2016 | Development of parent letter, website communication and parent night resources. Also includes delivery of parent night (15 Hours) | Standard 4.2 |
| Reflection:  This is an important step in the digital citizenship process and I did it in conjunction with the instructional technology coach. The whole idea is to put a focus on this important topic out there to parents. Parents seemed for the most part to be receptive to it. Hopefully, we can continue education in order to keep parent interest | | |
| September 2016 | Meeting with the Schools technology coach to complete the schools certification process (6 Hours) | Standard 4.2 |
| Reflection:  This event was mostly just a work session to complete all of the steps within the Common Sense Media certification process. We ensured that we had every step in the process and all of the paperwork that goes with it. | | |
| November 2016 | Digital Citizenship Classroom Observations to look at digital Citizenship in practice (11 Hours) | Standard 4.2, 3.1, and 3.3 |
| Reflection: This event consisted of me going to classrooms to see how students took the digital citizenship lessons and how it is effecting their behavior / performance in their classroom. From my observations, what I could tell is that teachers who emphasized digital citizenship and had engaging lessons tended to not have issues within their classroom. Teachers whose lessons were boring and who do not emphasize digital citizenship tended to continue to have issues. As I talked to students, you could tell that many got something from the curriculum, but changing their existing viewpoints is difficult as many were still skeptical of the curriculum covered. I think for this to be meaningful in future years Roswell also needs to continue to up engagement in the classroom with great instructional strategies. | | |
| November 2016 | Development of Parent Resource in order to keep up to date on digital citizenship issues and extended parent learning (5 Hours) | Standard 4.2 |
| Reflection:  This activity consist of website development around the concept of how to keep up with your teen and what you can teach them about digital citizenship. The idea is to have a website of consist learning for parents. While, we were happy with the current version this will be something we add to in the future. | | |
| November 2016 | 1 to 1 coaching to focus on completion of Common Sense Digital Citizenship Educator Process (5 Hours) | Standard 4.2 |
| Reflection:  This activity consists of going to teachers to help them get through the process to be a Common Sense certified educator. While we did get a few through with one on one coaching, many teachers were not receptive because of the time crunch needed to complete the process. Our hope is admin asks for this next year. | | |
| December 2016 | Development, delivery, and analyzing post survey results on the effectiveness and observations related to the digital citizenship implementation (4 Hours) | Standard 4.2 |
| Reflection:  This consists of developing a survey to get faculty impressions of the process. While most saw values in digital citizenship instruction, they were not happy with the instructional time used. Most would be happy with some earlier professional development and some sort of online digital citizenship instruction in order to limit instructional time taken | | |
| December 2016 | Meet with instructional technology coach to gage their perceptions and development the delivery plan for the following school year (6 Hours) | Standard 4.2 |
| Reflection:  This consists of meeting with the instructional technology coach in order to work on plans for next year. We began to plan out what the process actually looks like, an online instructional resource, and added to the parent center. We agreed to continue to work on this as we move towards the next school year. It was truly a pleasure to work with the awesome instructional technology coach at Roswell. This process let me learn a good deal about school wide implementation. It’s tough to make it all work, but high school teachers truly need things to be front loaded before the semester gets crazy. | | |
| Total Hours: [## hours ]: | | 100 |