

December 2020

Updates from Library Media Specialists

HIGH SCHOOL

Premise and General Information

On November 18, I requested a professional development day to travel to PHS and meet with their LMS, Cheryl Schoeber. We also had a Zoom meeting with Page Leahy, the district Library Media and Technology Director. In addition, I had another Zoom meeting with Page, and she has invited me to meet monthly with a group of Library Media Specialists to brainstorm and share our successes and challenges in our ever-changing roles as teachers and information and technology professionals.

During my meetings with Cheryl and Page, I learned some interesting information that RVSD may want to consider, as we continue to offer one to one Chromebooks for students, and we also continue to navigate virtual and face-to-face instruction.

- 1) Loaner vs. swap out of devices that may need repair. (Consider a one-week turn around now for new Chromebooks).
- 2) A once a year Technology Maintenance Fee for all students at the beginning of the year in lieu of trying to assess fees for regular wear and tear that occurs when students use their Chromebooks e.g. battery replacement, broken screen/keys, camera/mic repair, rebuilding the operating system, etc.
- 3) Chromebook tracking/ticketing system. We need to be able to easily see the repair history linked to a student to check for repeat offenders. We can also see where our issues are occurring e.g. we have had to replace batteries for 20 students this month, and we can plan that more students will have the same issue.
- 4) Create a clear plan for our Help Desk/Tech Team students. A true resource to help free up time for our IT department to handle tasks that are more significant.

PHS Model

- Tech students repair Chromebooks for **ALL** schools. Students travel to MS and ES to collect, repair, and return older Chromebooks.
 - At RVHS, freshmen will still have older devices.
 - The new devices may need to be collected and the LMS or students can fill out repair requests.
- MS has a swap out program and HS determines either a swap out or 1 class period loaner if it is a quick repair done in the LMC.
- \$25 Computer Maintenance Fee charged to every student in the district. Too difficult trying to track fees for each student and argue it was an accident vs. negligence.
- Total replacement fee for irreparable damages only.

- Linked the Chromebook inventory to Destiny, and notes are made on each students Chromebook every time they come in for anything.
 - Would need training and consistency within the ES through HS LMS staff

MIDDLE SCHOOL

- New chromebooks issued to 6th grade students
 - Began with in-person students on Dec 15, invited virtual students to exchange on Wednesday Dec. 16 and 23, or wait until Jan. 4-8
 - Spreadsheet tracks individual chromebooks used by students since chromebooks are issued as class sets to homeroom teachers.
- Chromebook repair process going smoothly
 - Worked through the “kinks” of troubleshooting virtually. Most issues are able to be resolved over the phone.
 - No-contact system in place to allow virtual students to pick up and drop off chromebooks for repairs.
 - Loaners are checked out to students from the library catalog when their chromebook is sent for repair.
- Staff technology
 - Teachers seem to be adjusting well to the hybrid teaching model
 - Lots of assistance and support happening within grade/subject teams.
 - Teacher concerns with meeting needs of virtual and in-person students simultaneously
 - Potential future discussion - have separate class meetings for each instructional model (should virtual remain an option after the pandemic)
- Reading and Book Access
 - All students able to get print books from library, or utilize MyON ebooks
 - Virtual students place a hold in Destiny Discover or schedule visit on Wednesdays
 - No-contact pick up and drop off option
 - Library open to in-person students for checkout daily during homeroom
 - Use hand sanitizer upon entry and exit
 - All students are able to request books and place holds
 - Book purchasing from Follett based on student requests
- Library Instruction
 - Library Skills taught to 5th and 6th grade students as exploratory classes
 - Wisconsin Information and Technology Literacy Standards guide lesson planning
 - Digital citizenship using Common Sense Media tools
 - Introduce students to various print and digital sources for research
 - Ways to search for information
 - Copyright and how to cite sources
 - Working on ways to provide instruction to 7th and 8th grade students

- Physical Library Space
 - Organized shelves so books are easily accessible
 - Duplicate copies of fiction and biography titles in back room
 - “Free Book” cart is utilized regularly by students and some staff

ELEMENTARY SCHOOL/EARLY LEARNING CENTER

- I am working on linking all of my lessons up to the Wisconsin Information and Technology Literacy Standards. I am looking at the “holes” and looking into where teachers may be addressing those lessons in their classrooms. - I.e. (EL1.a.1.e and EL1.a.3.i) Personal learning goals, which would be more ongoing/classroom based versus something addressed in L/T classes.
- Anne and I feel strongly that the Wisconsin Information and Technology Literacy Standards should be championed by us, as library media specialists.
- Grades 3 & 4 - after fully covering Google Classroom and Google Slides in the first few months of school, I am teaching digital citizenship classes from Common Sense Media, this is a well-known curriculum used by many schools. Lessons are going well.
- Grades K, 1, 2 - I have gotten through most of the Common Sense Media lessons around digital citizenship with K, 1, 2. There have been some really great discussions with 2nd graders on privacy. They seem to have a good grasp on what is private versus public information.
- Need for newer Chromebooks at the elementary. The Chromebooks we have are outdated. Shawn is requesting that we no longer use them, but we need to have something on hand to use for staff and students when their Chromebook is not working or charged.
- Need for physical devices for younger grades. In order to teach introductory keyboarding to 2nd grade, I would need to have Chromebook access for the students. We currently have a cart with the outdated Chromebooks, but there is only a single classroom set. I have classes with only 15 minutes between them. That is not enough time to wipe down a classroom set of Chromebooks for the next class.
- I would like to have 4 classroom sets of computer mice (could be old ones with cords cut) so that Kindergarten could get the feel of using a mouse and so they can learn how to move a mouse and functions of the buttons. I have back-to-back classes, so cleaning between classes is not possible this year. This might be something we could put out a request to see if anyone has some lying around their home that they would like to donate.
- Teachers seem to be getting along well with their Google meets at the elementary level. I haven't had a lot of tech questions. They seem to be helping each other out when needed.
- Repairs of Chromebooks are going well now that they are going through me in the library. Turnaround time has been very fast. Thanks, Rocky!