

## Create structured routines and procedures

Having a clear and defined set of policies and procedures for classroom technology helps students use class time efficiently and can decrease students' confusion and frustration. As with other classroom routines, teachers should implement predictable technology procedures and practice them often. These can include:

- discussing how to operate and care for the device,
- identifying proper ways to hold and carry the device,
- sharing methods for retrieving and storing the device,
- explaining behavioral expectations for using the device,
- understanding appropriate times/locations to use the device,
- modeling how to use new apps and tools,
- forming a list of allowable websites/apps,
- creating a plan for troubleshooting technological issues,
- organizing assignments and resources in consistent locations within the learning management system (LMS),
- establishing how to turn in assignments digitally and what to do if the preferred method fails,
- providing visuals to reinforce routines and procedures, and
- understanding how the teacher will monitor devices while they are being used in class.



## SUMMARY

**Having clear and defined policies and procedures for classroom technology can help students use class time efficiently.**

- Implement predictable procedures and practice them often
- Create a plan for troubleshooting technology issues
- Use visuals to reinforce technology instructions and procedures
- Organize assignments and resources in a consistent location, such as an LMS or classroom website

## Why it matters



ISTE standards 1, 2, 3, and 6 each touch on the importance of the teacher's role in modeling and managing student use and interaction with technology. "The key with technology is making sure that your technology use is organized, and that you're ready to use it" (Marcinek, 2014). Students will benefit from clear expectations and established routines they can practice and master.

## What it looks like in practice



### PRINCIPALS SEE

Teachers organizing content within the LMS using buttons or hyperlinks

Students using how-to checklists or instructions with visuals provided as a reference located in several areas (e.g., digital and paper-based anchor charts)

Teachers using a buzz word or code word to prompt students to close computers and listen

### TEACHERS SEE

Students are easily able to utilize the classroom website or LMS

Technology does not interrupt consistent flow of content (i.e., goals, direct instruction, assignment, discussion)

Students follow established technology procedures and routines

### FAMILIES SEE

Teachers providing videos or one-pagers to explain how to complete and turn in assignments

Students are familiar with the device and educational websites/apps used by the teacher

Teacher website or LMS contains an easy to locate "help" button



## What you can try

- >> Have students log into the LMS (e.g., Google Classroom, Canvas, Schoology) daily to complete assignments or find resources for upcoming standards.
- >> Create a checklist explaining the day's work in the class announcements area of the LMS.
- >> Use a free screencasting tool (e.g., Screencastify, Loom, or Flipgrid) to create a series of videos covering frequently asked questions.
- >> Provide a pinned post in the discussion board area of LMS for students to ask the teacher or classmates questions for help in classes or other school-related work.

## ADDITIONAL RESOURCES

### REFERENCES

Marcinek, A. (2014, September 10). *Classroom Management in the Tech-Equipped Classroom*. Edutopia. <https://www.edutopia.org/blog/classroom-management-tech-equipped-classroom-andrew-marcinek>

**ISTE Standards** The ISTE Standards provide competencies for learning, teaching and leading in the digital age, providing a comprehensive roadmap for the effective use of technology in schools worldwide.

<https://www.iste.org/iste-standards>

**Teacher's Essential Guide to Teaching with Technology** Discusses various ways to get the most out of using technology in the classroom.

<https://www.common sense.org/education/articles/teachers-essential-guide-to-teaching-with-technology>