Technology Infusion Priming Plan:
For a One-to-One or Blended Learning Environment

This document will help you think about how technology in a one-to-one (1:1) or blended learning environment serves as a key resource in each student's learning path. As you begin to plan for a tech-infused environment, consider these overarching questions:



- *What structures and norms need to be in place from the start to be successful?*
- *How do you create a positive culture for using technology as a transformational tool in your classroom?*
- *How will technology infusion affect how you design lessons and units?*

Each category in this reflection has ideas and thought-provoking questions to help you think both divergently and convergently about your classroom culture. Please do not feel constrained by these suggestions — feel free to brainstorm other ideas and share them with colleagues. We will start with the big picture and then zoom in on day-to-day classroom structures.

Zoom Out: The Big Picture

In her book *Students Taking Charge*, Dr. Nancy Sulla states that "technology is merely a ubiquitous partner in the learning process." How do you envision the role of technology in your 1:1 or blended classroom by the end of the school year? Dream big!

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Zoom In: Classroom Management Procedures

To ensure that your 1:1 or blended environment will be an instructional success, certain classroom management procedures should be in place that are clear, simple, and meaningful. First, familiarize yourself with your district's/school's Acceptable Use Policy regarding technology. Then, reflect on the questions below to plan for procedures and structures for student engagement with technology.

What will be the process for students to retrieve their devices each day?

What will be your expectations for technology etiquette? How will you make these expectations known to the students?

Will devices always be accessible during instruction? Are there any times when the students will not be allowed to use their devices? Where do you want the device to be stored when not in use in class?

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Who will provide access to all necessary applications? Will students be able to download apps? Who in your district can provide you with the necessary support?

How will you communicate to parents about how devices will be used in class and how they can be used for homework? What are the options for students with limited technology access at home? How will you relay that information to parents?

Will you have an area with hard copies of documents such as *how-to sheets*, *learning centers*, etc.*?* How will you indicate which resources are digital and which can be found on the resource table?

How will the students charge their devices during the day? Will you have charging stations in class? Where and when will students be able to charge devices?

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Zoom In: Integration in Instruction
Technology must serve as a key resource in each student's learning path. Reflect on the questions below to plan how technology will transform your instruction.

There multiple ways students could be learning and practicing content. How will you leverage technology so that it is transformational, not just transactional, for students? How will you leverage technology as a partner in the learning process? How will you allow for student choice? Refer to Transformation Technology Infusion for the Digital Native on MyQPortal for ideas for technology use and web resources to get you and your students going!

What strategies will you have in place for students who are easily distracted to focus them on task?

How will students collaborate? Will you allow students to share digital resources with other classmates? How will they share their work with you?

Other ideas to consider:

- Will students provide their own set of headphones?
- How will you get feedback from students on using devices in class?
- Will there areas be designated in the classroom for "quiet space" so as to not be distracted by videos, etc.?
- Will students be able to listen to music while they work?
- Check out the following tools on MyQPortal for further information:
    - Technology Use Hierarchy
    - Designing Equitable Learning Environments; The Technology Lens
    - Categories of Tech Infusion

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