

Administrative Directive Title: Digital Device Use in Instructional Settings	AD Number: 4.204.1	Adopted: August 2026
Policy References: Board Policy 4.204 – Instructional Use of Digital Devices		Revised:

This Administrative Directive establishes procedures for implementing Board Policy 4.204 and for ensuring that digital devices are used for instructional purposes in a manner that is age appropriate, educationally beneficial, and consistent with District expectations.

Digital devices shall be used to support instruction and shall not replace in-person, teacher-led instruction as the primary mode of student learning.

INSTRUCTIONAL USE STANDARD

Digital devices may be used during instructional time when the use:

1. Supports an identified instructional objective;
2. Provides a clear educational benefit;
3. Is appropriate for the age and developmental level of the students;
4. Is aligned with applicable academic standards or student learning needs;
5. Can be actively supervised by District staff; and
6. Is consistent with Board policy, District technology procedures, and applicable law.

Digital device use should be limited or avoided when the instructional objective can be more effectively achieved through direct instruction, discussion, written work, printed materials, manipulatives, movement, or other non-electronic instructional methods.

DISTRICT-DESIGNATED INSTRUCTIONAL PLATFORMS

The District may identify software platforms, applications, websites, assessment tools, and digital resources approved or designated for instructional use.

The District, through its Technology Department, shall maintain and periodically update an official list of approved instructional platforms. The list shall identify the approved instructional purpose, applicable grade level or course, and any conditions or limitations governing use of each platform. A District-designated platform may be used only for the approved instructional purpose and grade level unless otherwise authorized by the District.

Use of a designated platform does not eliminate the obligation of teachers and administrators to ensure that the specific activity is instructionally appropriate.

Schools and staff shall not require routine student use of non-designated instructional platforms without District review or approval.

REQUESTS FOR ADDITIONAL INSTRUCTIONAL PLATFORMS

Requests to add software platforms, applications, websites, assessment tools, or digital resources to the District-designated instructional platform list shall be submitted through the process established by the District. Requested platforms may be reviewed for instructional alignment, student privacy, data security, accessibility, age appropriateness, cost, compatibility with District systems, and compliance with applicable law and Board policy.

A platform shall not be used for routine student instruction unless it has been approved or otherwise authorized by the District.

PERMITTED USES FOR DIGITAL DEVICES DURING INSTRUCTIONAL TIME

Digital devices may be used for the following purposes:

1. Delivery or reinforcement of instructional content;
2. Student practice, production, or demonstration of learning;
3. Targeted instructional support, intervention, or remediation;
4. Universal screeners, benchmark assessments, dyslexia screenings, state assessments, or other required assessments;
5. Accessibility tools, assistive technology, accommodations, or services required by an IEP, Section 504 Plan, or applicable law;
6. Homebound, remote, hybrid, or virtual instruction;
7. Teacher preparation, lesson planning, grading, and professional responsibilities; and
8. Other instructional uses approved by the principal, Director of Schools, or designee.

PARENT AND GUARDIAN NOTICE

The District shall provide parents and legal guardians with general information regarding digital devices and instructional technology used by students. Notice shall be provided through the Parent and Student Handbook. Information regarding digital devices, instructional technology, and approved instructional platforms shall also be made available on the District's website or other District-approved online resources.

NON-INSTRUCTIONAL AND LIMITED USES

Nothing in this directive prohibits staff-supervised use of digital devices for limited, non-instructional purposes when approved by the teacher or school administrator and otherwise consistent with Board policy, District technology procedures, and applicable law. Examples of permitted non-instructional use may include, but are not limited to:

1. Indoor recess;
2. Class reward or celebration activities;
3. Designated free-choice or free-day activities;
4. Before-school or after-school supervised activities; or
5. Other school-approved activities that occur under staff supervision.

Non-instructional use of digital devices shall remain subject to District filtering, monitoring, acceptable use expectations, and staff supervision. Students shall not access social media platforms through District-provided internet services during the instructional day.