

WEST HANCOCK COMMUNITY SCHOOL DISTRICT

Elementary/Middle School Building Policy: Digital Instruction & Instructional Technology (Grades K–5)

Adoption Date: July 1, 2026 | Statutory Authority: Iowa Code § 279.89 (House File 2676)

1. Purpose & Philosophy

The West Hancock Community School District recognizes instructional technology as a tool to support—and never supplant—foundational classroom learning, hands-on instruction, and teacher-led interaction. This policy establishes standards to ensure balanced screen usage for elementary students (Grades K–5) in accordance with Iowa House File 2676.

2. Definitions

- **Digital Instruction:** Lessons, assignments, assessments, or activities delivered through instructional technology software, applications, or hardware.
- **Instructional Technology:** Laptops, tablets, Chromebooks, smart devices, software platforms, or digital devices used for student learning.
- **One-to-One Program:** A program where the district provides or assigns an individual digital device to a student for instructional use.

3. Daily Screen Time Limitations

- **60-Minute Daily Cap:** Cumulative digital instruction across all core and exploratory subjects shall not exceed **60 minutes per school day** for any student in Grades K–5.
- **Recess Restriction:** The use of school-issued or personal digital devices during outdoor or indoor recess is **strictly prohibited**.

4. Statutory Exemptions

The following uses do **not** count toward the 60-minute daily digital instruction limit:

1. **IEP & 504 Accommodations:** Technology required under an Individualized Education Program (IEP) or Section 504 Plan.
2. **Assistive & Adaptive Technology:** Tools used to accommodate differing abilities or increase functional capabilities.
3. **Teacher-Led Demonstrations:** Whole-class visual presentations, projection boards, or slideshows directed by the teacher where students are passive viewers rather than individual operators.
4. **Computer Science Instruction:** Direct instruction delivered as part of the state-mandated computer

science curriculum.

5. **Statewide Assessments:** Required standardized testing administered digitally.

5. Parental Rights & Opt-Down Process

Parents or legal guardians have the right to request additional reductions in their child's daily digital instruction.

- **Application:** A parent/guardian may submit a written *Digital Instruction Reduction Request Form* to the West Hancock Elementary Principal (K-4th grade) or West Hancock Middle School Principal (5th grade)
- **Implementation:** The principal and classroom teacher will collaborate to provide paper-based alternative materials (e.g., traditional textbooks, physical worksheets, offline tasks) without academic penalty.

6. Technology Review & Evaluation Criteria

Prior to introducing digital devices, platforms, or applications in K–5 classrooms, school leadership and instructional staff must evaluate technology against the following criteria:

- **Instructional Purpose:** Clear alignment with Iowa Academic Standards; technology must serve as a direct tool for concept mastery rather than filler.
- **Age Appropriateness:** Developmentally appropriate interface, cognitive load, and navigation for K–5 learners.
- **Data Privacy & Filtering:** Compliance with CIPA/COPPA standards, robust content-filtering capabilities, and minimal data-collection profiles.

7. Policy Transparency & Publication

This policy shall be continuously published on the West Hancock Community School District website on the K–5 Elementary and Middle School page and included annually in the K–5 Student & Family Handbook for both the Middle and Elementary schools.