

**SITE OPERATIONS CIRCULAR NO. 2019**  
Office of School Innovation and Integrated Youth Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 21, 2018

**To:** School Site Administrators

**Subject:** STUDENT ACCESS TO TECHNOLOGY-BASED INSTRUCTIONAL MATERIALS

**Department and/or Persons Concerned:** All School Administrators and District Teachers

**Reference:** Education Code 60119, Board Policy F-5000, District Procedures 4050, 4500, 4520, and 4521

**Action Requested:** Review guidelines and ensure student access to technology-based materials

**Brief Explanation:**

**DEFINITION OF INSTRUCTIONAL MATERIALS**

California Education Code defines “instructional materials” as all materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or non-printed, and may include textbooks, technology-based materials, other educational materials, and tests.

**DEFINITION OF TECHNOLOGY-BASED MATERIALS**

California Education Code defines “technology-based materials” as basic or supplemental instructional materials that are designed for use by pupils and teachers as learning resources and that require the availability of electronic equipment in order to be used as a learning resource. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, and data bases.

**SUFFICIENCY OF TECHNOLOGY-BASED MATERIALS**

In order to meet the definition of sufficient instructional materials students need to have access to the materials both at school and at home. Students with Web-based materials must have access to computers and the Internet in school and at home. Students with electronic textbooks must have access to computers in school and at home.

For students who do not have access to computers in school or at home, any required assignments that are posted online or require the use of electronic equipment must be available to students in a paper format regardless of whether or not the information is a technology-based item as described above, or a teacher created assignment.

Questions pertaining to this circular may be directed to Teri Curl, [tcurl@sandi.net](mailto:tcurl@sandi.net), (619) 725-7772.

APPROVED:



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