

## Stakeholder Communication Plan

	<b>Staff</b>	<b>Families</b>	<b>BOE</b>
<b>What matters to this group?</b>	That they have the support to integrate LexiTutor into their instruction and that it benefits student learning outcomes.	That their children's rights, privacy, and data will be protected.	That the school is balancing innovating learning opportunities for students while managing risk for stakeholders and the school.
<b>Key messages</b>	<ul style="list-style-type: none"> <li>• What we want to learn during the pilot</li> <li>• What LexiTutor is, what it does, and why it is being piloted</li> <li>• Alternative learning options need to be made available for those opting out</li> <li>• Contact info for questions and concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Rights and responsibilities of students &amp; families</li> <li>• Risks associated with the tool</li> <li>• Options available</li> <li>• What LexiTutor is, what it does, and why it is being piloted</li> <li>• Contact info for questions and concerns</li> </ul>	<ul style="list-style-type: none"> <li>• What LexiTutor is, what it does, and why it is being piloted</li> <li>• Communication plan</li> <li>• Compliance measures (DPIA)</li> <li>• Pilot process</li> <li>• Feedback shared from pilot participants</li> <li>• Decision Framework at conclusion of pilot</li> </ul>
<b>When/ How Communication will Occur</b>	Led by school principal at beginning of the year and for the duration of the pilot	Led by teachers at the beginning of the year and for the duration of the pilot	Shared by the school principal in anticipation and at the conclusion of the pilot.
<b>Planned Activities</b>	<ol style="list-style-type: none"> <li>1) Monthly PLC sessions for Year 5 teachers to calibrate and work through problems of practice for the duration of the pilot</li> <li>2) Year 5 Team training at the start of the school year</li> <li>3) Feedback gathering sessions 3x/ pilot</li> </ol>	<ol style="list-style-type: none"> <li>1) Back-to-School Night Overview and sandbox opportunity to engage in a LexiTutor demo outside of Year 5 classrooms</li> <li>2) Video overview and GDPR Info Sheet sent to all Year 5 families</li> </ol>	<ol style="list-style-type: none"> <li>1) Board packet includes GDPR Info Sheet, high-risk documentation and Pilot Plan w/ Principal available to field questions during Board meeting</li> <li>2) Board members invited to Back-to-School night and/or student launch of LexiTutor</li> </ol>