



- A Digital Equity survey should be administered to all students in the fall and any student who transfers to your BOCES, district or charter school.
- When a student changes locations within the school district (i.e., enrolls in a new school), the Digital Equity data is to be revisited and a new record reported by the student's new school as needed.
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- The RICs have worked in conjunction with the NYSED to create various technical solutions and support for this data collection. Please work with your Regional Information Center (RIC) or Level 1 Big 5 Center to assist with methods of administering, collecting, saving, and moving Digital Equity data to the NYSED Level 2 Data Warehouse.
- Include your data warehouse District Data Coordinator (DDC), Chief Information Officer (CIO) and District Privacy Officer (DPO) as you distribute, receive and store Digital Equity survey data in your SMS so they are aware and involved in the methods being used and to meet data privacy and security best practices.
- To assist further with additional outreach ideas, a “Helpful Blueprint for State Education Leaders” can be found at the Council of Chief State School Officers (CCSSO) website:

[Restart & Recovery: Home Digital Access Data Collection: Blueprint for State Education Leaders](#)

As of December 2021, and after the close of the 2021-22SY data collection, the Department will analyze preliminary data as reported by each reporting entity to the NYSED Level 2 Data warehouse. Additional data extracts will be produced upon request, at any time throughout the 2021-22SY data collection as needed for program, Department, Legislative and FOIL requests. Therefore, as with all student level data as reported to the Department via SIRS, all reporting entities should practice due diligence to input, update, verify and maintain accurate data in their source data systems and work with their RIC or Big 5 Level 1 Center to move data on a regular basis throughout the school year.

For assistance with Digital Equity data collection via SIRS, please contact your local RIC or Big 5 Level 1 Center. For questions about reporting data in SIRS, please contact the Office of Information and Reporting Services at Data Support.

Thank you for everything you do for the children of New York.

## Appendix A

### Digital Equity Standard Survey Questions and Responses

*To the Parent/Guardian of (Student Name)*

*Collecting accurate data regarding digital resource access for our New York students will greatly help educators to better serve their students and families. In order to accomplish this, the New York State Education Department is asking parents or guardians to complete a Digital Equity survey (for each student in the family) in grades Kindergarten – Grade 12. This survey will provide information on student access to devices and internet access in their places of residence. To assist us in this process, and follow any additional instructions provided for submitting or returning the survey.*

*Thank you for your time and cooperation.*

**Question 1:** Did the school district issue your child a dedicated school or district-owned device for their use during the school year?

Responses: YES NO

**Question 2:** What is the device your child uses **most often** to complete learning activities away from school? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.)

Responses: DESKTOP LAPTOP TABLET CHROMEBOOK SMARTPHONE NO DEVICE

**Question 3:** Who is the provider of the primary learning device identified in question 2? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.)

Responses: SCHOOL PERSONAL NO DEVICE

**Question 4:** Is the primary learning device (identified in question 2) shared with anyone else in the household?

Responses: SHARED NOT SHARED NO DEVICE

**Question 5:** Is the primary learning device (identified in question 2) sufficient for your child to fully participate in all learning activities away from school?

Responses: YES NO

**Question 6:** Is your child able to access the internet in their primary place of residence?

Responses: YES NO

**Question 7:** What is the primary type of internet service used in your child's primary place of residence?

Responses: RESIDENTIAL BROADBAND CELLULAR MOBILE HOTSPOT COMMUNITY  
WIFI SATELLITE DIAL UP DSL OTHER NONE

**Question 8:** In their primary residence, can your child complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by slow or poor internet performance?

Responses: YES NO

**Question 9:** What, if any, is the primary barrier to having sufficient and reliable internet access in your child's primary place of residence?

Responses: AVAILABILITY COST NONE OTHER

## Appendix B

### Digital Equity Survey Question Guidance

#### That May be Used to Assist Parents with Responses

##### Overall:

“**Device**” is defined as a computing device, such as a laptop, desktop, Chromebook, iPad, or full-size tablet. “Device” for the purposes of this survey, is NOT a phone or mini tablet, nor is it a mobile internet access point, such as a MIFI.

“**Dedicated**” devices are devices that are not shared, where the student is allowed to take the device when they leave the school building to participate in learning outside of school. They are for single student use and are not shared with other students or household members.

“**Sufficient**” access means that the student does not regularly experience issues (slowdowns, buffering, disconnections, unreliable connection, etc.) while participating in required or assigned instruction and learning activities, as measured during peak household usage.

“**Reliable**” access should be judged against the goal of “All the Time” access, as

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“**No**” means that the school district has not issued a dedicated device to the student to use at home.

**Question 2:** What is the device your child uses **most often** to complete learning activities away

DESKTOP LAPTOP TABLET CHROMEBOOK SMARTPHONE NO DEVICE





**“None”** means that you do not have Internet access in your home.

*You should answer “None” if you previously responded “No” to Question 6.*

**Question 8:**

## **Appendix C**

### **Digital Equity Questions and Answers**

#### **That May be Used to Assist Survey Administrators, RICs, and Big 5 Level 1 Centers**

**Q1. What is the purpose of this survey and how is the data being used?**

A1. This data will be used on an ongoing basis throughout the year to help identify specific needs and target resources and funding opportunities when they become available. The data are also used to inform State policy and legislative initiatives. In addition to informing Department policy the CARES Act reporting has indicators that collect information on whether LEAs within the State used CARES Act funds to provide home Internet access for any students along with data on the student to device ratio.

**Q2. Can any information from the previous digital equity survey be shared to help parents understand the importance of completing this survey?**

A2. If a school, district or BOCES believes prior information is going to be helpful to the parent or guardian, it can be shared. Information from the previous Digital Equity Surveys can be found on the NYSED [Digital Equity webpage](#).

**Q3. What is the reason for the initial December 6, 2021, collection deadline?**

A3. The Department will be providing an annual update to the Board of Regents.

**Q4. Can the survey be administered to students in the classroom?**

A4. Best practice would have the student's parent or guardian fill out the survey to get the most accurate data possible, but this is a local decision by the school, district or BOCES.

**Q5. Would the NYSED accept partial survey data on a student if the parent doesn't complete the survey?**

A5. No. Every question requires a response. If no response is provided for the question(s), the data will not pass the validation business rules and the survey results for that student will not move to the Department.

**Q6. Will parents be given an option to answer "no response" for the survey questions?**

A6. No, this is not an option. All questions must be answered.

**Q7. What if the parent refuses to take or complete the survey?**

validation business rules and the survey results for that student will not m-213un83the tustt10 (foa)-3 (o)13 (7 (r

A8. The school, district or BOCES should plan to accommodate the language needs within the school community.

**Q9. When developing the survey am I required to use the standard survey questions and responses in the order as shown in Appendix A?**

A9. Yes.

**Q10. Will questions on the survey be consistent across the state?**

A10. Yes.

**Q11. Should the school, district or BOCES fill out portions of the survey before it goes to the parent?**

**Q18. How do we report students who change locations/buildings within the district or BOCES?**