

**CIO/CTO Communication Packet**

This communication packet includes sample customizable templates where you can add your logos and modify the content to meet your needs. It includes

* Newsletter/website snapshot
* Presentation slides
* Sample tweets
* Press outreach
* Email outreach

**Newsletter/Website Snapshot**

Effective student learning using digital tools and resources is only possible when CIOs/CTOs are involved in all facets of implementation – strategic planning; vision; implementation; and reflection. The CIOs/CTOs role is not just about making sure the devices are working and educators are connected to the internet. CIOs/CTOs play an essential role in strategic planning and vision setting; understanding teacher and student needs for instructional materials and devices; determining internet and wireless access points; identifying key systems for data collection and assessment; and budgeting for technology. CIOs/CTOs must be included in the planning and discussions regarding adoption and implementation of instructional materials and online tools and services. Find out more about learning in the digital age and the role of CIO/CTO by accessing the Transforming Digital Learning CIO/CTO toolkit.

**Presentation Slides**

<http://www.setda.org/dlearning/wp-content/uploads/sites/15/2018/03/CIO-CTO-Presentation.pptx>

**Sample Tweets**

Learn more about the role of CIO/CTOs in the digital age [website tiny url] #edtech

Access the Transforming Digital Learning CIO/CTO toolkit [website tiny url] #edtech

#[your organization]

How can I pay for broadband expansion? Transforming Digital Learning CIO/CTO toolkit for tips and resources [website tiny url] #[your organization]

**Press**

Dear [Press]

We are pleased to share with you the Transforming Digital Learning CIO/CTO toolkit.

Effective student learning using digital tools and resources is only possible when CIOs/CTOs are involved in all facets of implementation – strategic planning; vision; implementation; and reflection. The CIOs/CTOs role is not just about making sure the devices are working and educators are connected to the internet. CIOs/CTOs play an essential role in strategic planning and vision setting; understanding teacher and student needs for instructional materials and devices; determining internet and wireless access points; identifying key systems for data collection and assessment; and budgeting for technology. We encourage you to find out more about learning in the digital age and the role of CIO/CTO by accessing the CIO/CTO toolkit.

*“Collaboration is key to transforming learning opportunities, CIOs/CTOs must coordinate with administrators, academic officers and directly with teachers to help ensure that the tools and resources are readily available for learning.”*

* *Keith R. Krueger, CEO, Consortium for School Networking*

Thank you,

[CIO/CTO Association}

**Email**

Dear [CIO/CTO]

We are pleased to share with you the Transforming Digital Learning CIO/CTO toolkit. As you know, effective student learning using digital tools and resources is only possible when CIOs/CTOs are involved in all facets of implementation – strategic planning; vision; implementation; and reflection. The CIOs/CTOs role is not just about making sure the devices are working and educators are connected to the internet. CIOs/CTOs play an essential role in strategic planning and vision setting; understanding teacher and student needs for instructional materials and devices; determining internet and wireless access points; identifying key systems for data collection and assessment; and budgeting for technology. In this toolkit, you will learn more learning in the digital age and the roles of CIO/CTOs. As you explore more about connectivity, budget, homework gap and student data privacy--key areas of interest for CIO/CTOs--you will find information, tips and resources in each of these key areas.

We encourage you to share this valuable resource with your colleagues. You can learn more about Transforming Digital Learning on the website.

Sincerely,

[CIO/CTO Association]