Digital Inclusion Academy Toolkit

Digital Inclusion practitioners should look to build a Digital Inclusion Academy as a free leadership training program supported by local government and local agencies. The mission is to build the knowledge and networks of newcomers and stakeholders to empower and assist their communities in the work of digital inclusion.

Objectives

Participants in a Digital Inclusion Academy will:

- Gain an in-depth understanding of the digital divide, digital inclusion, and communities in need.
- Have greater access to existing city and community resources for digital inclusion.
- Build leadership capacity.
- Become part of the larger community network of digital inclusion practitioners.

Schedule

A Digital Inclusion Academy should consist of at least six in-person or virtual sessions *(defer to City and/or County COVID-19 Health Orders for guidelines regarding in-person gatherings.)*.

Each of the six sessions will run on a once-a-month basis. Provide three options to attend each monthly session. The suggested time block for each session is a 2.5-hour block if virtual, or longer if in-person, with the exception of the first session which should be 2 hours in length.

In order to give participants ample opportunity to attend each session, provide three opportunities for each during the month. Suggestions for session days are on Monday, Wednesday, and Friday but any days of the week/month will work. The participants should be willing to commit to attend at least 65% of the total time allotted for training in order to pass.

Sample Session Schedule

- **SESSION I:** [Digital Divide](): Mar 22, 24, 26 - 9:00 - 11:00 AM
- **SESSION II**: [Digital Inclusion](): Apr 19, 21, 23 - 9:00 - 11:30 AM
- **SESSION III**: [Leadership Development](): May 17, 19, 21 - 9:00 - 11:30 AM
- **SESSION IV**: [Volunteerism & Community Engagement:]() Jun 21, 23, 25 - 9:00 - 11:30 AM
- **SESSION V:** [Emergency Broadband Program](): Jul 19, 21, 23 - 9:00 - 11:30 AM
- **CLOSING CEREMONY**: Date - TBD

Suggested Curriculum

- **Digital Divide**: Discussion about the current state of the digital divide both locally and nationally.
- **Digital Inclusion**: Learn about what digital inclusion is, the three prong approach, digital citizenship, the different applications and cross sections of digital Inclusion for example: poverty, racial gap, etc.
- **Leadership Developmen**t: How to engage with local leaders and elected officials to elevate the local work of digital inclusion.
- **Volunteerism and Community Engagement**: Participants will work on a volunteer community project with a local non-profit organization regarding digital inclusion. An overview on volunteer opportunities and community resources should be made available throughout the digital inclusion practitioner.
- **Emergency Broadband Benefit (EBB)**: Participants should work on becoming a local subject matter experts (SME) and serve as local ambassadors for the EBB.

Application

Who can apply:

- Leaders or professionals that currently work to serve the community at large.
- Willing to commit to the six sessions of this program.
- Looking to build or start an initiative that can benefit their communities.
- Willing to become ambassadors and act as connectors between the digital inclusion practitioners and the communities they serve.

When to apply:

Practitioners setting up an academy should provide ample time for candidates to apply and process the applications prior to the start of the academy. Suggested time - 3 months

How do candidates apply:

- ☐ Create an application form (Google Forms or WuFoo)
- ☐ Create review, acceptance, and notification process
    - ☐ Once selected, each participant will receive a letter of acceptance that can be used to demonstrate to the employer active participation in the program. The Program sponsor will communicate the acceptance of each participant to their respective employers to ensure that each understands the value of participation.

Notes for reviewing candidates:

- Applications will be selected on a first-come, first-serve basis pending that all application requirements are met.
- Consideration to equal representation of our diverse ethnic communities should be given when selecting applicants.
- There is no cost to participants to attend; however, all applicants must be committed to at least five of the six sessions.

Logistics Checklist:

- ☐ Determine the main point of contact
- ☐ Determine the dates, times, location (virtual or in-person)
- ☐ Determine who will be the SME for each session
    - ☐ Confirm availability for three sessions
- ☐ Confirm broadband capabilities for session
- ☐ Confirm and procure needed equipment
- ☐ Create invitation with:
    - ☐ Dates
    - ☐ Times
    - ☐ Locations
    - ☐ SME information
    - ☐ Application information
- ☐ Invite appropriate audience
- ☐ Notify applicants of acceptance or denial
- ☐ Follow curriculum
- ☐ Create community resource lists
- ☐ Create follow-up actions if needed (what's next?)
- ☐ Create certificates of complete
- ☐ Host closing ceremony
- ☐ Promote accomplishment in the news and/or social media