



DEPARTMENT OF EDUCATION

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To ensure that all students who qualify for Accessible Instructional Materials (AIM) can get them in a timely manner, the Delaware Department of Education has created a centralized service for the creation and distribution of such materials. The Delaware AIM Center will manage the materials acquisition and distribution process for the entire state, alleviating the burden on individual schools and districts to find, procure and, in some cases, produce accessible materials.

A Digital Rights Manager (DRM) is a staff member designated by the LEA to request, receive, and track usage of copyrighted accessible instructional materials for students with print disabilities. Schools will not be able to obtain and use AIM materials from the Delaware AIM Center without appointment and certification of a Digital Rights Manager. LEAs may designate more than one staff member to serve in this capacity, but all DRM designees must pass a certification test before they are permitted to order and distribute materials within their designated schools.

The Role of the DRM

1. Requests alternate formats of core instructional materials required by students with print disabilities
2. Confirms that the IEP team has determined that a student is eligible for AIM and has documented print access needs in the IEP
3. Uses the Delaware AIM Center website to request alternate formats of materials
4. Receives and logs shipments, and disseminates received materials to teachers serving qualifying students
5. Supports the district/school by ensuring compliance with copyright requirements
6. Returns materials as directed upon completion of use

DRM Designation

Based on the expectations for DRMs, the following are offered as suggestions to help LEAs identify appropriate personnel for this role.

A DRM should be:

1. Comfortable with online ordering systems
2. Comfortable with digital storage systems (e.g., jump drives, DVDs, CD/DVD creation from local files)
3. Highly organized
4. An effective communicator
5. Able to adhere consistently to specified procedures that protect the integrity of the process and compliance with copyright law.

A DRM should have:

1. Convenient access to a consistent location to which/from which materials can be shipped.
2. Convenient access to teachers on whose behalf the DRM will place orders for materials and receive materials shipped from the AIM Center.
3. A computer with broadband access to both state systems and the internet.
4. A local computer user account with rights to download internet materials and store large files on portable media (e.g., jump drives, DVD, CD).
5. Access to a secured file cabinet for student eligibility documentation.
6. Availability to attend occasional statewide meetings.

Digital Rights Manager Designation

With this form, you will identify the person(s) you have selected to serve as Digital Rights Managers. You must also indicate whether the individual(s) selected will serve as the Digital Rights Manager(s) (DRM) for the full LEA or at an assigned building(s).

LEA: _____ Date: _____

LEA Director/Supervisor of Special Education: _____

LEA Director/Supervisor of Special Education Signature*: _____

*If the LEA Director/Supervisor of Special Education is being appointed as a DRM, a Superintendent, Assistant Superintendent, or Head of School must sign above and indicate his/her role.

If you are removing a previous DRM, please note the change below:

Please provide the information below and indicate if the individual will be an LEA or building level DRM.

DRM ▪ LEA-level ▪ Building-level

First name: _____ Last name: _____

Email: _____ Phone: _____

Building assignment(s): _____

DRM ▪ LEA-level ▪ Building-level

First name: _____ Last name: _____

Email: _____ Phone: _____

Building assignment(s): _____

DRM ▪ LEA-level ▪ Building-level

First name: _____ Last name: _____

Email: _____ Phone: _____

Building assignment(s): _____

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DRM ▫ **LEA-level** ▫ **Building-level**

First name: _____ Last name: _____

Email: _____ Phone: _____

Building assignment(s): _____

DRM ▫ **LEA-level** ▫ **Building-level**

First name: _____ Last name: _____

Email: _____ Phone: _____

Building assignment(s): _____

DRM ▫ **LEA-level** ▫ **Building-level**

First name: _____ Last name: _____

Email: _____ Phone: _____

Building assignment(s): _____

DRM ▫ **LEA-level** ▫ **Building-level**

First name: _____ Last name: _____

Email: _____ Phone: _____

Building assignment(s): _____

Return completed document to Barbara Mazza via email (barbara.mazza@doe.k12.de.us) or mail (Delaware Department of Education, 401 Federal Street, Suite 2, Dover, DE 19901-3639).