

KCS CONNECT

Fall 2020

Farragut Middle School

Virtual Student Orientation

Information for Families

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Two Methods

- **Virtual Online Instruction** – As much as possible, each school will run a virtual school within the school. The student is at home accessing course work in a digital format. Students will continue to be enrolled in their base school and taught by a certified teacher from that school. Some lessons will be synchronous (the teacher delivering a lesson or the students are participating in discussions through Microsoft Teams), and some lessons will be asynchronous (students working independently accessing work created by the teacher through Canvas.)

- **District QuEST Virtual Learning program** – Students may be assigned to the District QuEST program when their assigned school is unable to accommodate their virtual instruction at the school level. Students will continue to be enrolled in their zoned school but will be taught by a certified teacher for their grade level or course subject. There will be communication between the QuEST teacher and the zoned school throughout the duration of enrollment. All teachers who teach the QuEST courses through the Virtual Learning program are Knox County employees who are certified in the grade level or course that they are assigned to teach. Virtual teachers will follow the KCS curriculum and state standards.

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Objectives of the Session

- To provide a context for students and parents about the 1:1 technology initiative
- To inform students and parents about the guidelines and policies surrounding the use of technology devices
- To communicate the support and expectations for virtual students and families

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Student Expectations

The Following are general expectations, each virtual teacher will also have class specific expectations for their virtual students

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Student Expectations

- Adhere to the KCS Dress Code.
- Engage in a way that creates a safe and respectful environment for teachers and students.
- Follow all KCS policies when utilizing technology. KCS reserves the right to monitor all technology resource activity.
- Check Canvas or other teacher communication formats daily. Teachers will provide scheduled office hours - minimum of two hours per week.
- Students will be required to come to their base for State Exams.
- Engage in virtual discussions, submit assignments, and maintain the pace of the course.
- Report any technical issues through the Tech Help Desk as soon as an issue arises.
- Maintain best practices for virtual learning sessions.

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Best Practices for Virtual Learning

- Consider the environment behind you that can be seen in video chats.
- Mute audio when entering meeting and when not speaking.
- Be appropriate and respectful in your actions.
- Listen to the educator or individual speaking.
- Stay engaged throughout the lesson or activity.
- Ensure that all work is your own.

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Parent Expectations

More detailed expectations can be found in the Virtual Student/Parent Handbook

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Parent Expectations

- Partnership between parent, student and the virtual teacher.
- Keep contact information current in Aspen.
- Maintain a daily work schedule for the student.
- Set up a dedicated learning space free from distractions.
- Ensure students follow KCS policies and Student Expectations.
- Maintain open lines of communication (phone and email) with the teacher.
- Support your child as he/she engages in the learning- submitting assignments, following academic integrity, participating in virtual meetings, attending mandatory testing, etc.
- Communicate any issues or questions to the teacher.
- Keep student privacy. No videos or photos taken and/or share on social media.

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Parent Responsibilities

- Use the internet with your child to help develop safe internet habits.
- Frequently ask to see your child's technology device and ask how it is being used.
- Review with your child the programs used on the technology device and ask them what each program does.
- Set and enforce rules for internet and phone use. For example:
 - Set time limits for using the internet, instant messaging, social networking, online gaming, etc.
- Ask and know child's personal username and password.
- Check the browser history
- Asynchronous learning expectations
- Synchronous learning expectations
- Uploading/submitting assignments

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Device Use and Care

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Chromebooks



- Laptops that use Google's Chrome operating system
- Navigate in the Chrome web browser
- Work from web-based applications through Google Drive like Google Docs, Slides, and Sheets
- Storage is in the cloud

Additional resources are available to navigate the Chromebook.

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Student Log In

Sample Student Login

John Smith

Student ID #1234567

Username:

S1234567@student.knoxschools.org

Password: JS4567kcs



Sign in to your Chromebook

Managed by knoxschools.org. [Learn more](#)

Enter your email

@student.knoxschools.org

[Forgot email?](#)

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Use of the Device

- Devices should only be used for educational activities.
- The technology device is property of the Knox County Schools and may be collected and inspected at any time. Students have no right to privacy for any material when using a district technology device.
- If a student's technology device is lost or stolen, the student should report the loss immediately to the teacher (if the device is stolen off campus, a police report should be completed immediately.).
- Filtering software is installed to block social media and other sites and filters based on content keywords.
- Knox County schools is offering insurance for devices that costs \$30.00.

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Please do not...

- Bypass the filter
- Use another student's username or password
- Share passwords
- Tamper with the hardware

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Technology Systems

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Technology Systems

			
<p>Aspen is the system for grades, attendance, and communication. Aspen Family Portal allows for communication concerning student progress.</p>	<p>Canvas is the learning management system. Student content, tasks, and feedback will all be housed here. This is a student's digital backpack.</p>	<p>Google Drive allows students to store various work products as documents, spreadsheets, or presentations. Connects with Canvas.</p>	<p>Microsoft Teams is the system used to video chat. Connects with Canvas.</p>

Additional supports for each of the Technology Systems can be found on our KCS Connect site.

Technology Systems- How to Support

			
<ul style="list-style-type: none"> • Ensure that email and phone information is current. • Set notifications 	<ul style="list-style-type: none"> • Become a Parent Observer • Set notifications 	<ul style="list-style-type: none"> • Check students browser history in Chrome • Review student work and ask them what they are doing 	<ul style="list-style-type: none"> • Set-up a place for students to join their virtual meeting (plain wall, good lighting) • Ensure no distractions or extra noise • Support students to get connected.

Additional supports for each of the Technology Systems can be found on our KCS Connect site.

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Nutrition Services

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Breakfast/Lunch Information

- Meal pickup will occur in the FMS/FIS Bus Circle behind the school
- Mondays (2 days of food) and Wednesdays (3 days of food)
- 9:00-10:00 AM
- Complete the form for each KCS student
<https://www.knoxschools.org/mealsrequest> to request meals
- Students do not have to be present for meal pickup
- If you choose to end pickup or have questions, email
virtualmeals@knoxschools.org
- Meals are available to all students choosing to be virtual
- Cost of meals will be based on eligibility criteria
- If a student qualifies for free/reduced price meals, complete application at www.lunchapplication.com.
- If a student does not qualify for a reduced price, parents may load funds to student account www.k12paymentcenter.com

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Teacher Information

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Teacher Information

The teacher will provide a syllabus which contains course expectations as well as teacher contact information and office hours.

The syllabus can be accessed through the teacher's Canvas page.

Teachers will provide information for communication platforms: Microsoft Teams, Canvas, Aspen, Google Drive, etc.

The quickest, most efficient communication with the teacher will be through email. However, you may contact the school via telephone to leave a message. The telephone number for FMS is 865-966-9756.

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Support

For Attendance/Instruction Concerns

All students are expected to attend school, wheter virtual or in-person, from 8:30am until 3:30pm.

Students will attend virtual lesson with teachers and/or participate in asynchronous lessons daily. Attendance will be recorded daily and entered into Aspen. The teacher will review attendance expectations at the start of school.

Students are expected to be active participants in virtual activities as directed by the teacher.

Students will submit all assignments directly to the teacher in the method directed.

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For Technology Concerns

For FMS technology support, contact our lead OSTR (On Site Tech Resource) Sheri Weaver
(Sheri.Weaver@knoxschools.org)

The technology helpdesk for KCS is 594-1830.

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For School Counseling or Social/Emotional Support

For the school counseling office, contact FMS at 865-966-9756 and request to be transferred to the appropriate grade level counselor. You can also reach out to the appropriate counselor via email.

6th grade – Brooke Partin; brooke.partin@knoxschools.org

7th grade – Linda Treadwell; linda.treadwell@knoxschools.org

8th grade – Katherine Cormack; katherine.cormack@knoxschools.org

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Thank you for attending the Virtual Learning Orientation

- Virtual Learning is typically a new experience for most of us and we will have some ups and downs with the implementation.
- Please make sure your student stays focused and engaged during the process of working from home.

- All Parents are required to complete the following form to acknowledge they have participated and been given the information from our Virtual Orientation

[Virtual Learning Confirmation Link](https://forms.gle/bncV8rQBVNfDHYFn8)

<https://forms.gle/bncV8rQBVNfDHYFn8>

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