

**KCS CONNECT**

*Fall 2020*

Virtual Student Orientation

Information for Families

# Student Expectations

## Student Expectations

- Adhere to the KCS Dress Code. Remember that instruction is in a live environment.
- 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.
- Adhere to all assessment policies for diagnostic, benchmark, and Standards Based Assessments. Some assessments may require students to participate in person.
- Engage in virtual discussions, submit assignments, and maintain the pace of the course.

# Parent Expectations

## Parent Expectations

- Virtual learning is a partnership between parent, student and the virtual teacher.
- Keep contact information current in Aspen.
- Follow the daily schedule for the student which is provided by the teacher.
- Maintain open lines of communication (phone and email) with the teacher.
- Support your student as they engage in their learning- submitting assignments, follow academic integrity, participating in virtual meetings, attend mandatory testing, etc.
- Communicate any issues or questions to the teacher.
- No videos or photos should be taken and/or shared. Recording instruction or interaction is prohibited due to student privacy concerns.

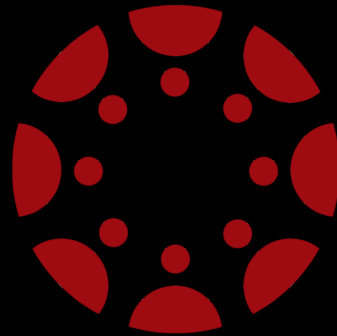
*Refer to the KCS Elementary Virtual Learning Program Student/Parent Handbook for additional information regarding parent expectations.*

# Technology Systems

# Technology Systems for KCS Virtual Learning



Aspen is the system for grades, attendance, and communication. Aspen Family Portal allows for communication concerning student progress.



Canvas is the learning management system. Student content, tasks, and feedback will all be housed here. This is the digital backpack for each student.



Google Drive allows students to store various work products as documents, spreadsheets, or presentations.



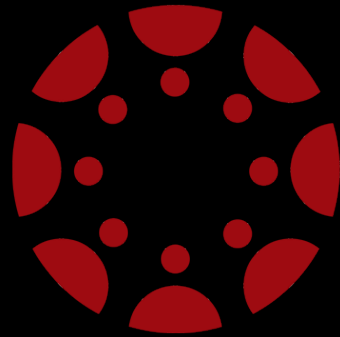
Microsoft Teams is the system used to video chat. Connects with Canvas.

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

# Technology Systems- How Parents Can Support Their Students



- Ensure that email and phone information is current.
- Set notifications



Become a Parent Observer  
Set notifications



Check students browser history in Chrome  
Review student work and ask them what they are doing



Set-up a place for students to join their virtual meeting (plain wall, good lighting)  
Ensure no distractions or extra noise  
Support

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



# Device Use and Care

# 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

# Student Log In

## Sample Student Login

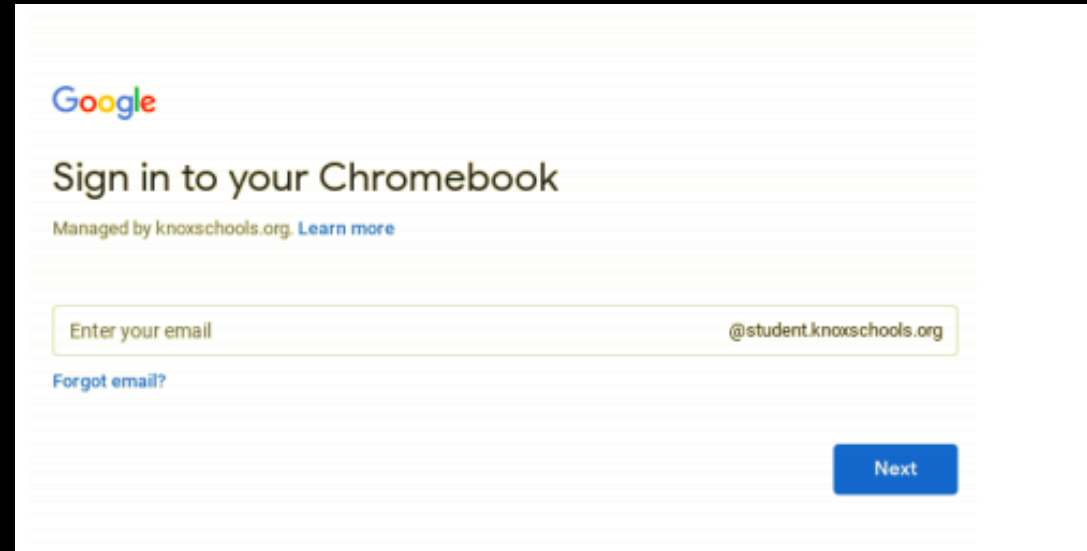
John Smith

Student ID #1234567

**Username:**

S1234567@student.knoxschools.org

**Password:** JS4567kcs



Google

Sign in to your Chromebook

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

Enter your email @student.knoxschools.org

[Forgot email?](#)

Next

# 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.

# Care of the Device

- The care of the district technology device is the student's responsibility. Students should not lend their device to another person.
- Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should **NOT LEAVE their technology device IN THE CAR. Students should not leave their technology device outside.**
- Liquids and food should not be used/consumed in the vicinity of the technology device.
- Cleaners, sprays, alcohol, ammonia or abrasives should not be on the technology device. Devices should be cleaned with a soft, lint-free cloth.
- If a student's technology device is not working or is damaged, students/and or parents should report the problem immediately to their teacher.
- If a student's technology device is lost or stolen, the student or parent should report the loss immediately to administration (if the device is stolen off campus, a police report should be completed).

## Best Practices

- Use your device for KCS assignments and learning
- Only use your user name and password
- Do not share your user name and password with others
- KCS technicians should be the only ones to repair your device
- Treat your device with respect.

# Behavior Expectations

## Behavior Expectations

- Teachers will share their class behavior expectations with their students and families.
- All KCS students (including virtual learners) are expected to treat others with respect and follow KCS district, school and classroom behavior expectations.
- Consequences for inappropriate behavior of virtual learners will be assigned by the teacher and/or administrator.

*Refer to the KCS Elementary Virtual Learning Program Student/Parent Handbook for additional information regarding Student and Parent expectations.*