

KCS CONNECT

Fall 2020



FCE Device Deployment Parent/Student Orientation

Information for Families

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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.
- Report any technical issues to your teacher as soon as an issue arises.

Refer to the KCS Parent/Student Handbook for additional information regarding student expectations.

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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.
- Make sure there is someone supervising students participating in virtual learning.

Refer to the KCS Parent/Student Handbook for additional information regarding parent expectations.

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Technology Systems

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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Device Use and Care

Chromebooks

Students will not be allowed to take the Chromebook home until a parent/guardian signs the technology agreement.



- Please sign the online technology agreement
- 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.

Student Log In

We will be providing all students with their username and password when the Chromebook is picked-up.

Sample Student Login

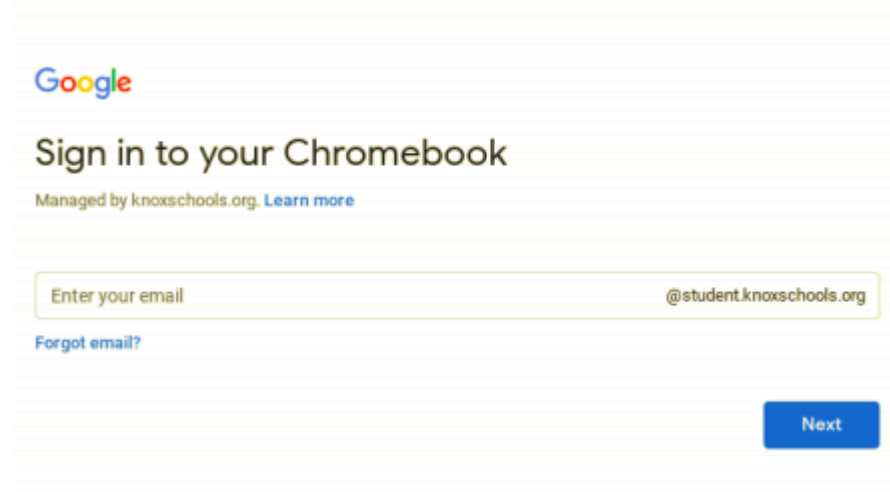
John Smith

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?](#)

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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.

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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 should report the problem immediately to the help desk.
- If a student's technology device is lost or stolen, the student should report the loss immediately to the 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.