



Sissonville High School

ELearning Handbook 2020-2021

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Special Thanks to Ruthlawn Elementary and Principal Natalie Laliberty for the content of this handbook.

Remote Learning

- **E-Learners:** In the event that all students in the county are ordered to stay home, E-Learning schedules and all of the guidelines in this document will remain the same. Live conferences will still be held daily and attendance will still be taken.
- **Face-to-Face Learners:** In the event that all students in the county are ordered to stay home, including the face-to-face learners, please communicate with your teacher for your daily schedule. The only difference is that students who signed up for face-to-face learning will be allowed to view recorded lessons on Schoology at any point during the day.
- **Students who originally signed up for E-Learning still have to view live lessons for attendance.**

Daily Schedules

Students will be expected to follow the eLearning schedule set for their grade level. Please see below for your student's daily schedule. It is good practice to post a copy of the schedule in your child's workspace. ******Students are expected to check messages and complete a bell ringer at the beginning of the block. This will take place before live instruction.*** ***

BREAKFAST: 7:30-8:00AM

EBLOCK: 8:00AM -9:25AM (LIVE INSTRUCTION WILL BEGIN AT 8:30AM)

1ST BLOCK: 9:30AM - 10:55AM (LIVE INSTRUCTION WILL BEGIN AT 10:00AM)

DOWNSTAIRS CLASSES:

LUNCH 10:55AM - 11:25AM

3rd BLOCK 11:30AM-12:50PM (LIVE INSTRUCTION WILL BEGIN AT 12:00PM)

UPSTAIRS CLASSES:

3rd BLOCK: 11:00AM-12:20PM (LIVE INSTRUCTION WILL BEGIN AT 11:30PM)

LUNCH 12:20PM - 12:50PM

5th BLOCK 12:55PM -2:15PM (LIVE INSTRUCTION WILL BEGIN AT 1:25PM)

7th BLOCK 2:25-3:45PM (LIVE INSTRUCTION WILL BEGIN AT 2:55PM)

Schoology/Clever/iReady Log-In Information for Parents and Students

- i. **Schoology** eLearning students will be using Schoology for required daily live instruction and assignments. Schoology is also the main communication method being used.

Regular email will be used for communication if the Schoology website is down. Please ensure your child's teacher has your current email address.

As a parent, you have your own Schoology account to access information about your child (please see Appendix H for directions on how to access Schoology as a parent). Use your parent account when communicating with teachers. Students have their own Schoology accounts to use for schoolwork and to communicate with their teachers. Students will log in using their student ID number for both the username and the password. If your child does not know his/her login information, please contact your child's teacher.

To go to Schoology, follow this link: kanawha.schoology.com.

ii. **Clever**

A website called Clever will also be used at times to access important apps, online textbooks, etc.

To go to Clever, please follow this link: <https://clever.com/in/kanawha-co-school-district-160902b>

Your student's login information is the same as his/her Schoology login information.

iii. **iReady (Special Education Students Only)**

I-Ready Math & Reading are accessed through Clever. These programs are an app within the Clever website. The I-Ready app *has to be downloaded on the iPad* but the students WILL NOT log in through the app. *The students have to use Clever to log in* and then they will pick the app within Clever so the information can be pulled from WVEIS (our student information system). Once they click the I-Ready app, they will be given the option to choose Math or Reading.

Communication

For the 2020-2021 academic year, **all communication for parents and students will be on the Schoology platform**. Parents and students will have the ability to message all teachers within Schoology. You and your student need to be familiar with Schoology messages as this is how your teacher will communicate with you (see steps on how to send a Schoology message below). Please refrain from using other forms of communication to reach your child's teacher.

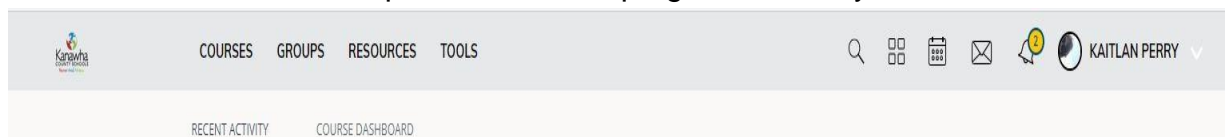
It is imperative that the e-Learning teacher and the school have updated contact information for your family, and it is your responsibility to ensure that this information remains current throughout the school year. As a backup form of communication to Schoology, please ensure your child/children's teacher(s) have your updated email address. Teachers will contact you via regular email **ONLY** in the event that Schoology is down. It is also extremely important that we have an updated phone number to reach you should all technology be down.

Teacher Work Hours

- Teachers are available for messaging from 8:00AM - 4:00PM, Monday through Friday that school is in session.
- If you send a message outside of the listed hours, you are not guaranteed a response until the next teacher work day.
- Regular email messages will not receive a response unless the Schoology platform is down.

Steps for Sending a Message in Schoology.

1. Login to Schoology using your username and password provided by Sissonville High School.
2. Locate the envelope icon on the top right corner of your screen.

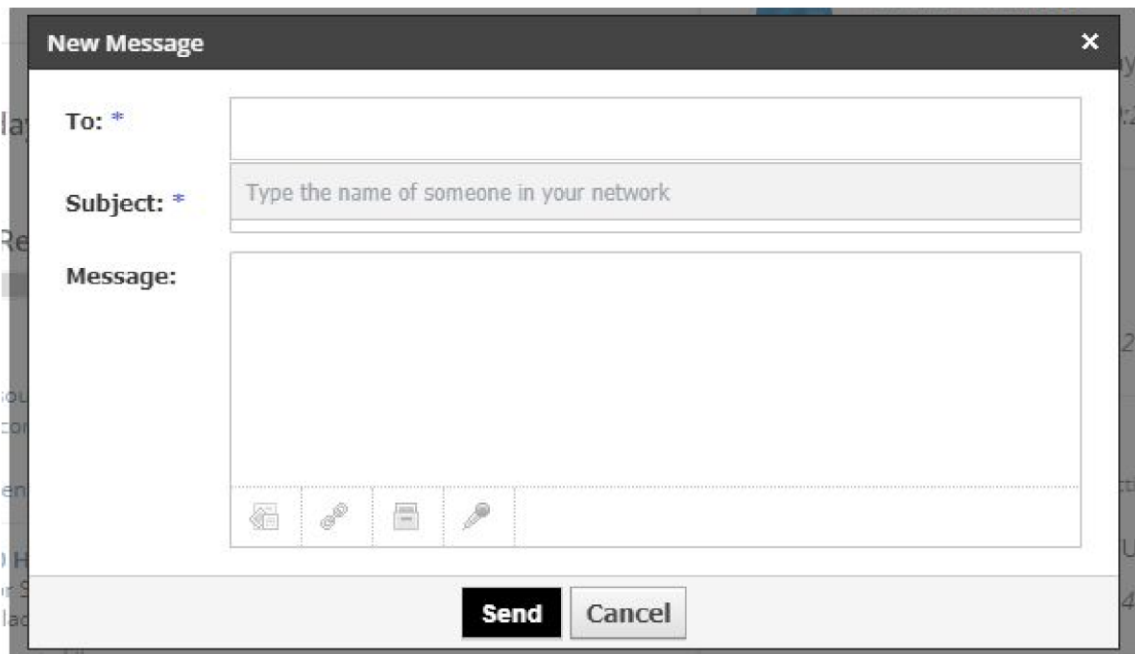


3. Click on the envelope icon and choose "New Message"

Messages

New Message

4. A box will appear below. Here, you MUST type the person's name in the "TO" box. Wait for the person's name to appear in the drop-down list and then click on that person.



The screenshot shows a 'New Message' window. The 'To:' field is empty. The 'Subject:' field contains the text 'Type the name of someone in your network'. The 'Message:' field is a large empty text area. At the bottom of the message area is a toolbar with icons for attachments, links, images, and voice recording. At the very bottom are 'Send' and 'Cancel' buttons.

- a. **IN THE SUBJECT LINE, PLEASE HAVE YOUR CHILD PUT THEIR NAME AS THE SUBJECT.**

A message that is ready to send will look like this:

Most Recent Upcoming

New Message [X]

To: * ASHLEY JORDAN x

Subject: * KAITLAN PERRY

Message: Type your message here!

[Icons: Attachments, Links, etc.]

Send **Cancel**

Responsibility with Assignments/Grades/Attendance

i. Responsibility with Assignments

Assignments will be uploaded to Schoology for the whole week on or before Monday morning of that same week. Please see Appendix A for how to find assignments on Schoology.

Please plan to view assignments in advance. It is very important to look over the assignments at the beginning of the week so you and your student will know if you have any questions or will need additional help. When not with students, teachers can be reached from 7:30am-3:00pm, Monday through Friday when school is in session. If you or your student send the teacher a Schoology message that is not within that time frame, you may not receive a response back from the teacher until the next day. Regardless, all assignments are due by their due dates. ___ Assignment grades will be put in the gradebook and will be reported on report cards.

When turning in assignments, it is critical to read the directions and check the due dates. Before submitting the assignment, it is good practice to go back and review the directions to make sure you have included all of the requirements.

Students' work must be completed by the student and in the students' own handwriting, if applicable. Many assignments may require the student to take a picture of his/her work and upload it to Schoology. The picture must be easy to read and not blurry (see appendix B to see how to upload a picture of student

work). If the teacher cannot read the work in the picture, the student may be asked to resubmit the assignment.

ii. Responsibility with Grades

Grades will be taken on assignments, and those grades will be put into the gradebook to be reported on report cards. Teachers will give feedback on assignments. It is the student's responsibility to check feedback and respond to that feedback when needed (see below for directions on how to view feedback on assignments). If the teacher requests the student to resubmit his/her work, it is the student's responsibility to submit that work again.

HOW TO VIEW FEEDBACK ON ASSIGNMENTS IN TWO LOCATIONS:

1. Log into Schoology website at kanawha.schoology.com
2. Click on "courses" at the top of the page
3. The only subjects your student will have assignments posted in are Math, English Language Arts, and any specials courses. Choose one of the subjects to view.
4. Click on "grades" on the left side of the screen (if using the website).
5. Find the assignment in the gradebook that you want to view the feedback on. Click on the comment bubble to view the teacher's comments for that assignment. If there is no comment bubble, that means the teacher did not leave a comment about that assignment in the gradebook.
6. **IN ADDITION**, you can also view specific assignment feedback by going to the exact assignment submission area for that assignment (see Appendix A for directions on how to find assignments) and then click on the submission itself to view teacher's notes and comments. This is more thorough than what can be seen in the gradebook. Just because you did not have a comment bubble in the gradebook does NOT mean that you don't have feedback given in the submission area. Be sure to check both places.

Conferences with Students and Parents

Schoology Conference LIVE INSTRUCTION

1. Live instruction will be provided using Schoology Conferences. See the directions on how to access schoology conferences in Appendix C.
2. Students should be working from a quiet space that will allow them to focus on live instruction.

3. Use Schoology for all communication. Regular email will only be used by the teacher if Schoology is not working.
4. Participation during a live teaching lesson means you are expected to work and behave as if you were sitting at your desk in class.
 - a. Expectations for live instruction with the Elearning teacher:
 - Please no walking around/carrying devices during class.
 - Students are encouraged to communicate using the Chat Box during lessons.
 - Raise your hand if you have any questions. Blurting out is not an acceptable form of communication during instruction.
 - Please do not write on the screen without being instructed by the teacher.
 - Refrain from having parents, siblings, pets, or any other distractions from entering our virtual classroom screen.
 - Be mindful that background noise can cause an interruption of learning. Extra noises need to be avoided.
 - The Elearning teacher may ask you to mute/turn off the camera if your learning environment becomes too distracting.
 - Students are expected to follow the school dress code.
 - Keep in contact with the teacher in order to be available and present for conferences.

One-on-One Schoology Conferences

Conference times are available to be scheduled with the teacher for one-on-one help. Please see your grade-appropriate daily schedule for conference times. These will be during normal Sissonville High School hours. To schedule a conference, message your Elearning teacher on Schoology to request an individual conference time and allow 24 hours for a response. A conference will be scheduled as soon as possible.

Materials

We request that you keep student materials put up and away from food, drinks, pets and younger siblings. ipad must be charged daily and ready to go for e-learning.

If Schoology is Down/Backup Plan

If Schoology shuts down or is not working, students will need to watch for an e-mail from their teacher to their student K12 email. Please message dsmart@mail.kana.k12.wv.us if you do not know your office 365/K12 e-mail information. In the case that Schoology is not working, **please check your email before calling the school.**

Technology Help

If you are having Schoology issues, please check your regular email to see if it is a widespread issue. There are occasions when Schoology stops working for just a few minutes. If this occurs, try refreshing the page, checking the Wifi connection, and check to see if you logged into the school filter (see Appendix I for directions on how to log in to the school filter). If this does not fix the issue, try a new web browser (ex. from Safari to Chrome).

CONTACT INFORMATION/RESOURCES

As always, the technology department can be reached the following ways:

- Schoology questions - Schoology@mail.kana.k12.wv.us
- Dsmart@mail.kana.k12.wv.us
- Tech Support - techdept@mail.kana.k12.wv.us
- How-to videos for students, teachers, and parents - <https://tinyurl.com/KCSLearning2020>
- Additional how-to support - Learning2020@mail.kana.k12.wv.us
- Phone messages - 304-348-1954- we are calling everyone back but you will get a faster response through email.

School Hours

Sissonville High School hours are 8:00AM-4:00PM. If you message your child's teacher outside of those hours, they may not respond until the next day.

How to's:

- Appendix A - How to find assignments on Schoology - pg.17 • Appendix B - How to take and submit a photo of your work - pg. 19

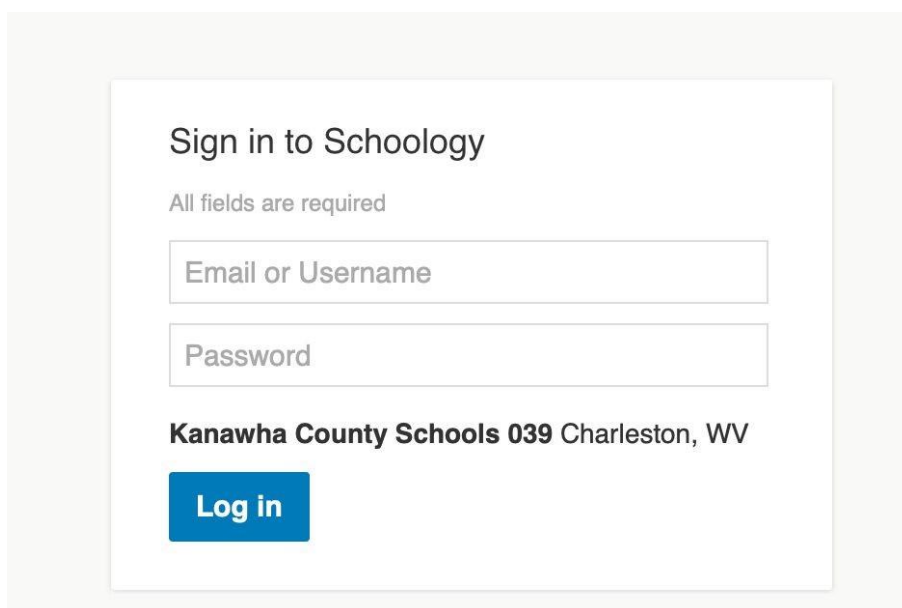
- Appendix C - How to find Live Instruction (Schoology Conferences) - pg. 22
- Appendix D - How to find Breakout Rooms for small groups - pg. 25
- Appendix E - How to access the Journeys Reading Book online - pg. 27
- Appendix F - How to have a successful eLearning experience - pg. 32
- Appendix G - How to set up a workspace at home - pg. 33
- Appendix H - How to Access Schoology as a Parent - pg. 34
- Appendix I - How to Log Into the School Filter - pg. 36

****Be sure to sign ALL contracts at the end of this document and return them to school/upload them to your child's teacher****

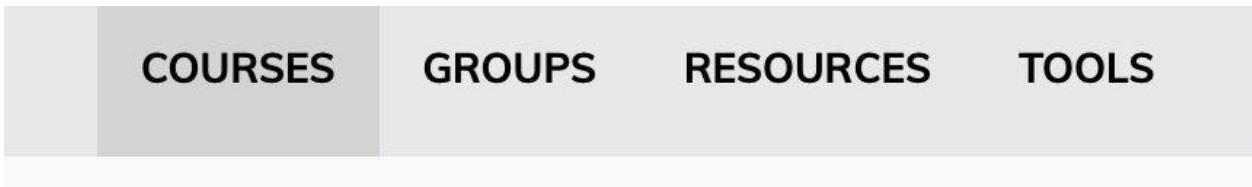
Appendix A - How to Find Assignments on Schoology

Appendix A How to Find Assignments on Schoology

Step 1: Go to kanawha.schoology.com (it is not recommended to use the app) Step 2: Have the student log in with his/her student ID number for the username AND the password.

A screenshot of the Schoology login interface. At the top, it says "Sign in to Schoology". Below that, a note states "All fields are required". There are two input fields: "Email or Username" and "Password". Below the fields, the text "Kanawha County Schools 039 Charleston, WV" is displayed. At the bottom, there is a blue "Log in" button.

Step 3: Click on "Courses" at the top of the screen.

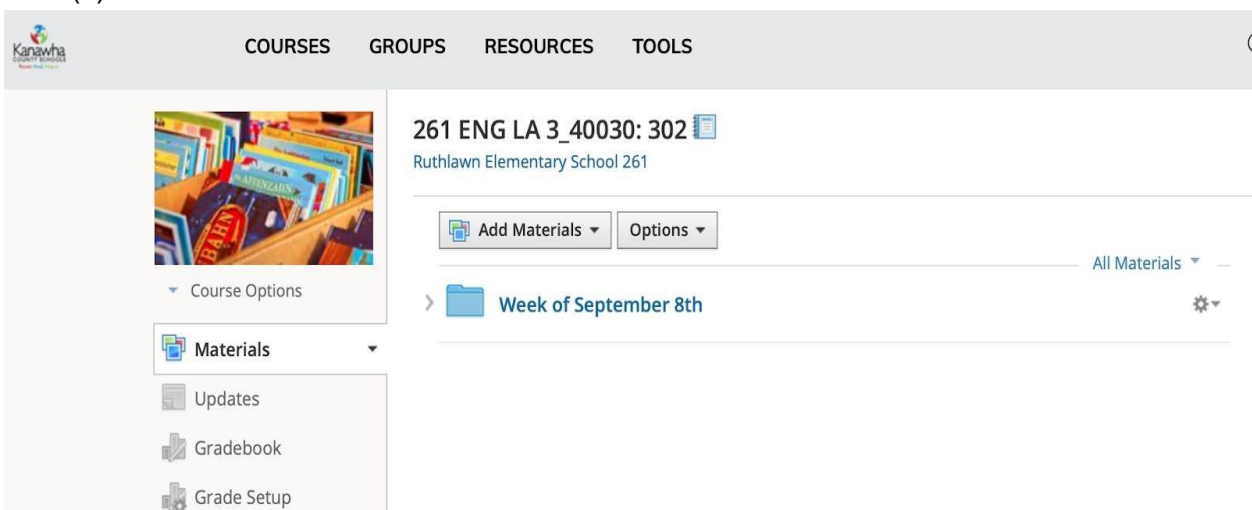


Step 4: Click on the course you want to see the assignments for. Your student will only have assignments in Math, English Language Arts, and specials courses. For this example, I will click on English Language Arts. Your student's course may have a different picture on it than the example below.



Appendix A - How to Find Assignments on Schoology

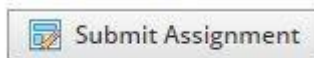
Step 5: Make sure you are under the “materials” tab on the left side of the screen (if using the website and not the app). Once there, you should see a folder (or multiple folders) labeled with the days of the week or the date. Click on the folder and you will see assignments and materials inside. Follow the teacher's written directions and the instructions given during live instruction to know what to do with each assignment in the folder(s).



Appendix B How to Submit a Photo of your Work

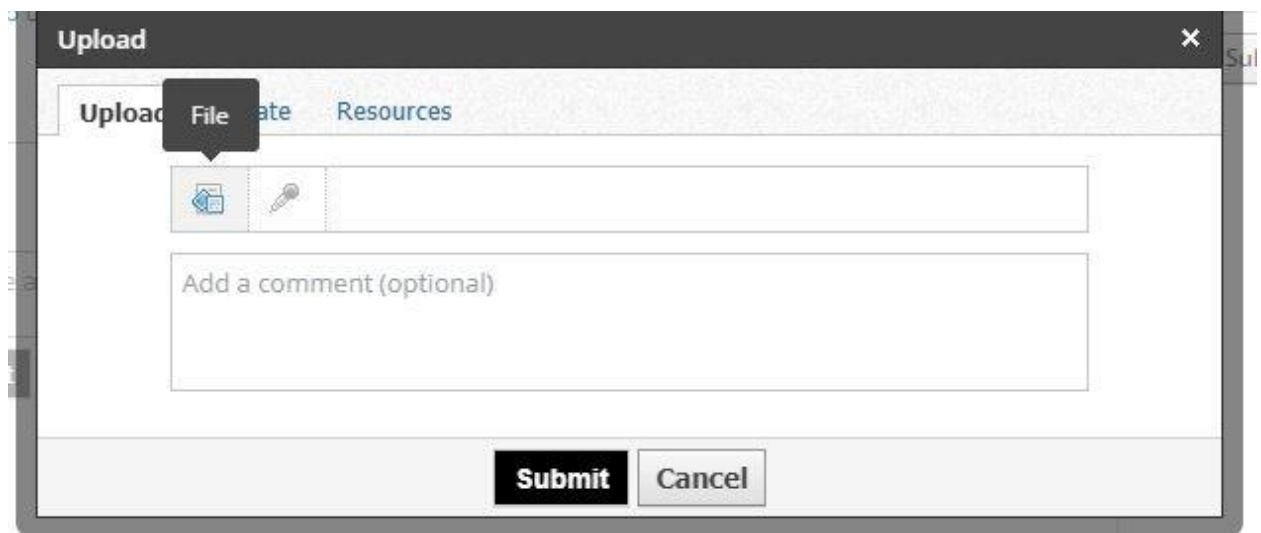
Submitting a photo of your work in Schoology correctly is **SO important** to ensuring that your teacher is able to correctly grade your work. Follow the steps below to make sure that you are submitting your work in a manner that will receive full credit.

1. Login to Schoology using your username and password.
2. Click the correct Course and locate your assignment.
3. Click on your assignment and locate the “Submissions” header on the right hand



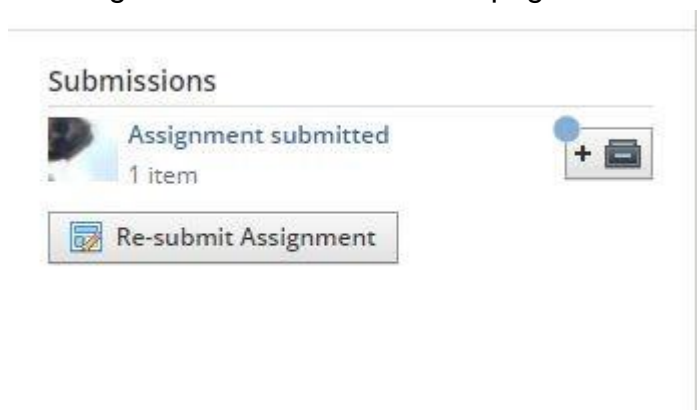
side of the screen and click

4. Once you have clicked “Submit Assignment, please click on the first square labeled “file.”



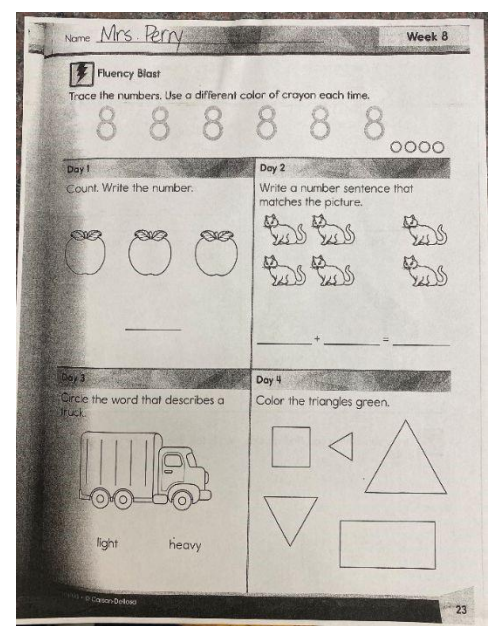
5. Locate your saved file on your iPad or computer. This will likely be the camera roll or wherever you have saved the picture of your assignment.
6. Click on the file you want to upload. It will look like this if you have correctly uploaded the picture. You will be able to see the name of the file you uploaded.

7. Click the black submit button.
8. If your uploaded assignment was submitted correctly, you will be able to see the assignment on the submission page.

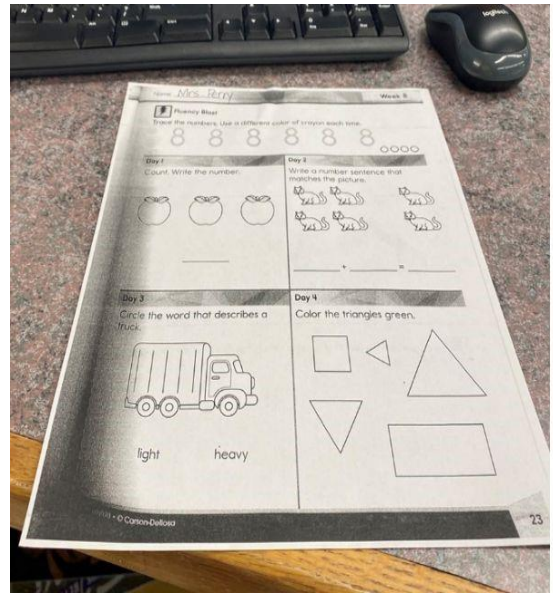
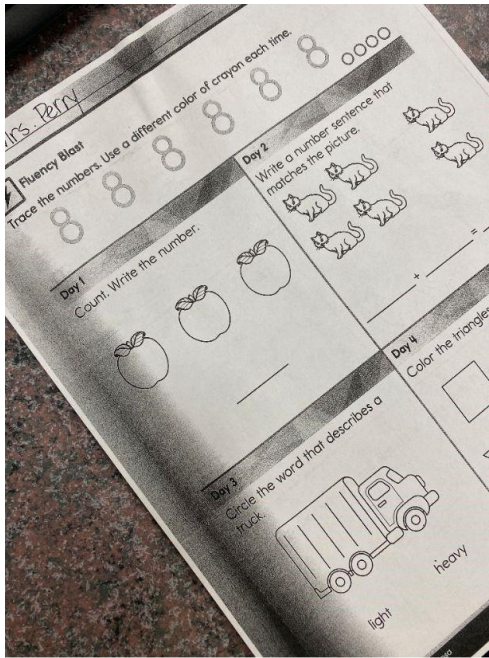


You must upload a photo of your assignment that your teacher is able to read. Below is an example of a correctly uploaded picture and some examples that will require you to re-submit your assignment before your teacher will give the assignment a grade.

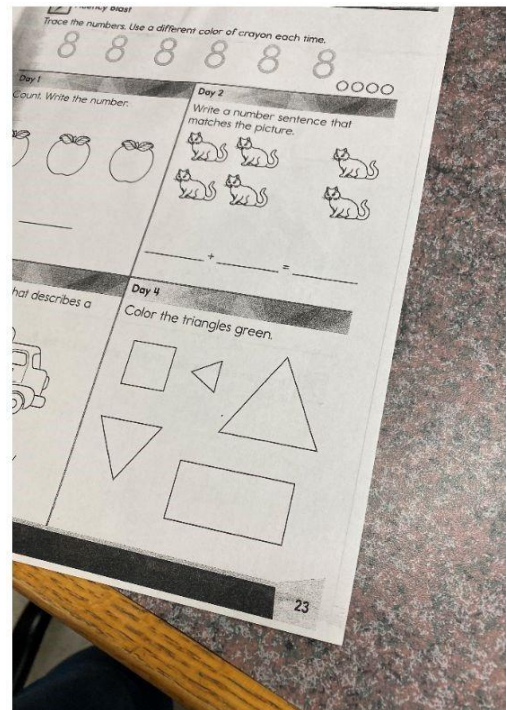
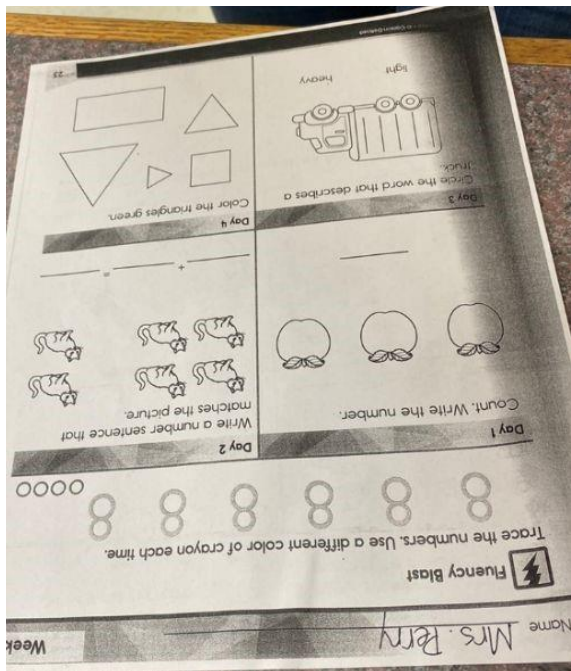
THIS IS A CORRECT UPLOAD



Appendix B - How to Submit a Photo of your Work

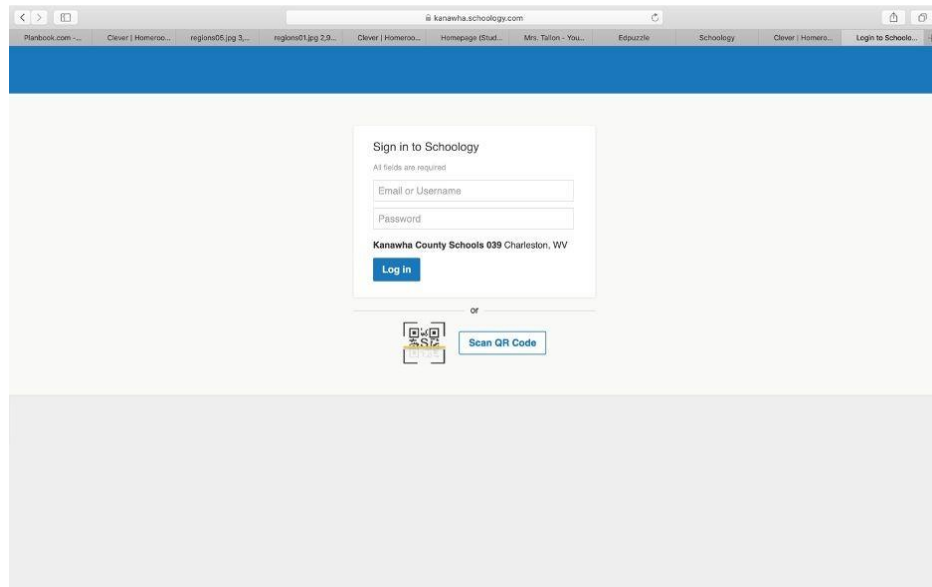


NO

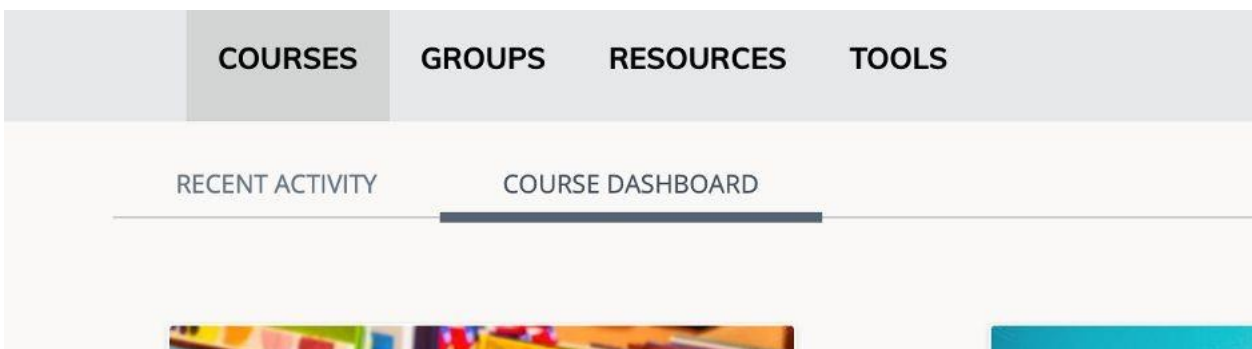


Appendix C How to find Live Instruction (Schoology Conferences)

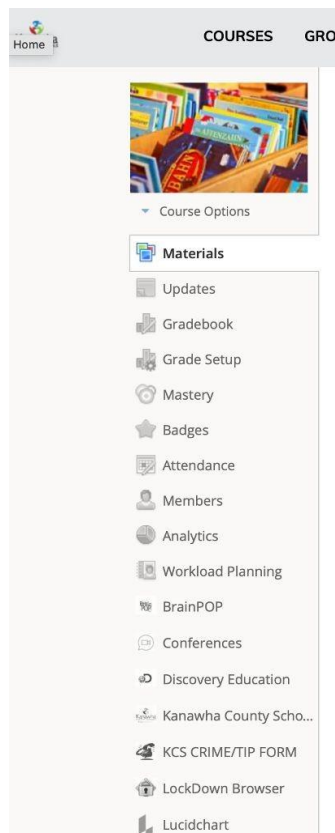
Step 1: Go to Kanawha.schoology.com (it is not suggested to use the app). Log in with your student's 390 number for both the username and password.



Step 2: Go to the top of the screen and click on “courses”. Choose the course in which the teacher said the conference would be in. For this example, I will click on English.

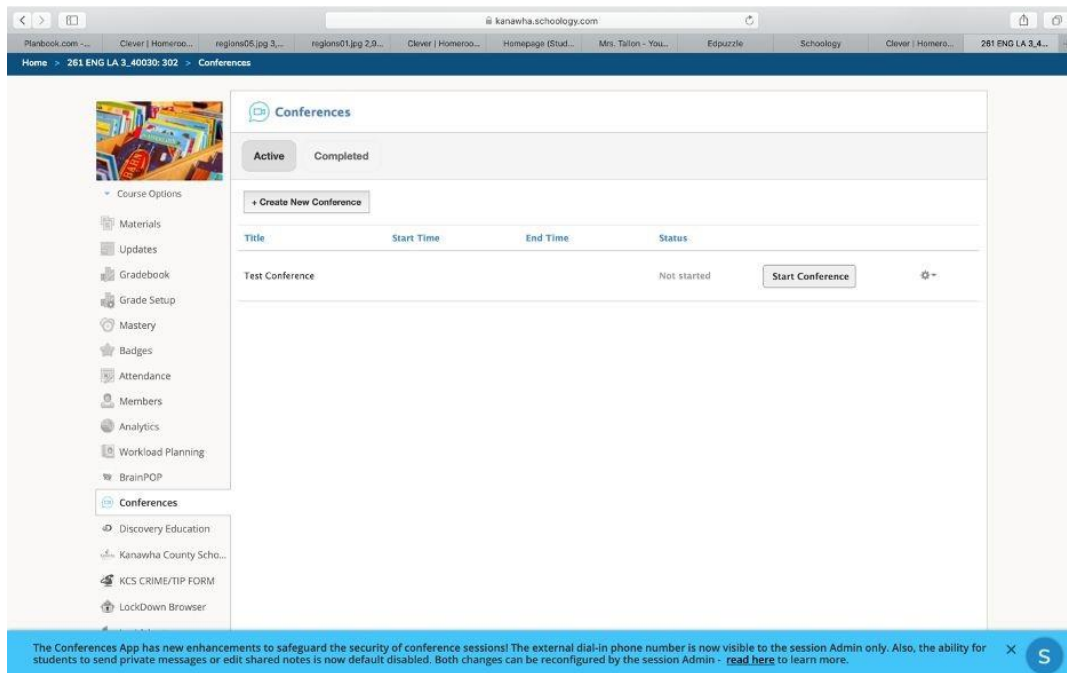


Step 3: Look carefully at the left sidebar. If you look about halfway down, or a little bit further, it will say “conferences”. Each course has this button. Click on it.




Step 4: I made a “Test Conference” in the picture below so you can see what it will look like when a conference is available to join. **The words should actually show up in blue and you should be able to click them to join.** The words will not say “Test Conference” but instead will be titled with whatever lesson or conference topic is being discussed that day. Your screen might not say “start conference” on the right. It might say “join conference” or something similar, or you can just click the title of the conference to join. The first time you join a conference, your web browser should pop up asking you to approve using the web camera and another pop-up will ask you to approve using the microphone. Please make sure you click approve for both, or it will be more difficult to go back in and change the settings so that you can properly join after that. Just because you click approve does not mean you will automatically join with your camera on, nor does it mean your microphone will automatically be turned on. It just means that you will be able to turn it on when needed during the conference.

Appendix C - How to Find Live Instruction (Schoology Conferences)





Extra note: Please notice that in the picture above, underneath the word “conferences” close to the top of the screen, we were under the “active” tab. The active tab shows conferences that are currently scheduled or happening. In the picture below, I clicked on the “completed” tab. Sometimes there might be a recorded lesson in there so students can watch the conference at a later time instead of viewing it live. Or, a live conference might be recorded so students can go back and re-watch it in case they get stuck on their work. You will see my “Test Conference” under the completed tab below. In this case, you would be able to click on it and watch it and it would not be live. Remember, students must be present for live conferences for attendance purposes.


Home > 261 ENG LA 3_40030: 302 > Conferences



▼ Course Options

 Materials

 Updates

 Conferences

ActiveCompleted

Title	Start Time
Test Conference	

Appendix D How to Find Breakout Rooms for Small Groups

During Schoology Conferences, teachers may create a Breakout Room so students can work with students in smaller groups. The teacher will set up the room and students will have to click the blue box that says “Join” when the room is ready. The student may need to allow access to their microphone and webcam when they click “Join” for the breakout room. This will allow all group members to see and hear each other, as well as the teacher in a smaller group setting. Please see the pictures below for examples of what will show up on your screen when the teacher makes a breakout room.

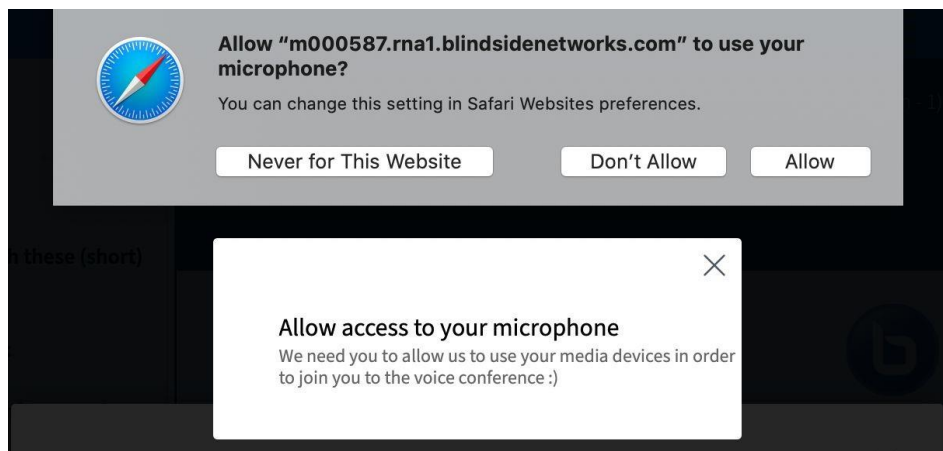
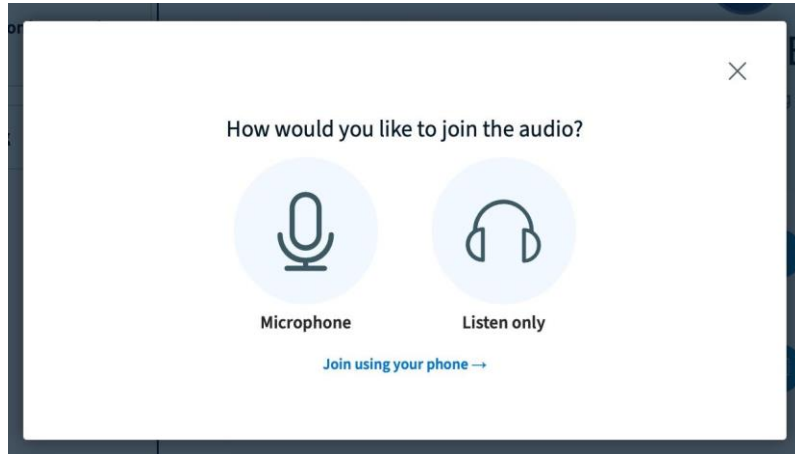
Join breakout room

Close

Join room





Do you want to join Hi (Room - 1)?



✕

This is a private echo test. Speak a few words. Did you hear audio?



Yes

No

Appendix E How to Access Text Book Online

Step 1: Go to www.clever.com

Step 2: Have your student log in with his/her 390 number for the username *and* password. Before logging in, you may first have to click on what district (Kanawha) and school (Sissonville High School) that you are from.


Step 3: Scroll down until you see this app (below) and then click on it. This app allows your student to use the reading textbook online.

McGraw Hill & Pearson

After you click on your textbook, the page below will pop up. Have your student type in his/her 390 number for the username and password again, and then click “sign in”.

Mail - Allison Cooper - Outlook x Clever | Portal x Sign in x +

ss.kana.k12.wv.us/adfs/ls/?wctx=Wy9BxOSanUx4jzboCYUKoGan6OOKtwoA&wtrealm=urn%3Aauth%3Ahttp%3Awww.kanawha.k12.wv.us/signin1.0


Kanawha
COUNTY SCHOOLS
Pursuing Excellence

Please sign in with your schoology username and password.

Schoology Username

Password

Sign in

Forgot Password?

© 2016 Microsoft [Forgot Password?](#)

Appendix F - How to Have a Successful eLearning Experience

Appendix F How to have a Successful eLearning Experience (5 rules to follow)

Digital Classroom Procedures



Log onto class a few minutes before class time. Wait to be admitted by your teacher.



Find a quiet place free from anything that might distract you such as the TV, pets, brothers/sisters, or toys.



Gather all the supplies you will need before class starts. Make your very own home office.



Stay on mute. If you have a question raise your hand or type your question in the public chatbox.



Stay focused working on what your class is working on so you don't miss anything your teacher is saying.

Appendix G How to Set Up a Workspace at Home



Is this a good school office?
NO! The TV will distract you!



Is this a good school office?
NO! The toys will distract you!



Appendix H How to Access Schoology As a Parent

How Do I Get Access to Schoology as a Parent?

Every student (PK-12) is in the Schoology platform. Each student has an access code that can be used by the adults associated with that student. One code is used for all adults, however, each adult will need to create his/her own account. To receive this code, you can contact the teacher, principal, or you can email [KCS Schoology Help](#) or call 304 347-7437.

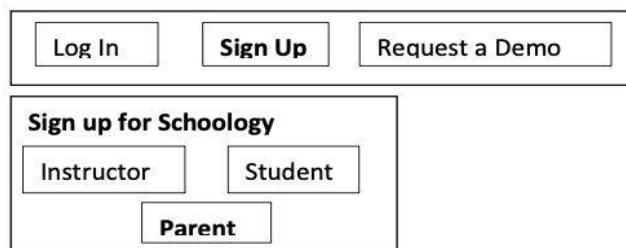
IMPORTANT: ADULTS ONLY NEED ONE ACCOUNT TO VIEW ALL OF THEIR SCHOOL-AGE CHILDREN, REGARDLESS OF THE SCHOOL. THE DIRECTIONS FOR MERGING YOUR CHILDREN INTO ONE ACCOUNT IS ON THE DIRECTION SHEET ATTACHED.

Directions for setting up a Parent Account in Schoology once you have the access code

In your browser, navigate to **schoology.com**

In the top right corner of the screen, click **Sign Up**

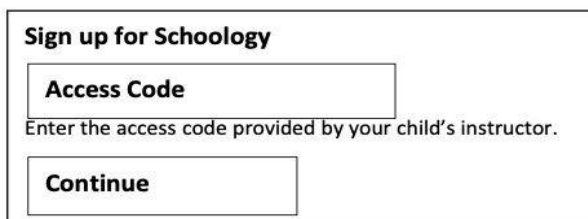
Click **Parent**.



The screenshot shows the top right corner of the Schoology website. There are three buttons: "Log In", "Sign Up", and "Request a Demo". Below these buttons is a section titled "Sign up for Schoology" which contains three buttons: "Instructor", "Student", and "Parent". The "Parent" button is highlighted with a darker background.

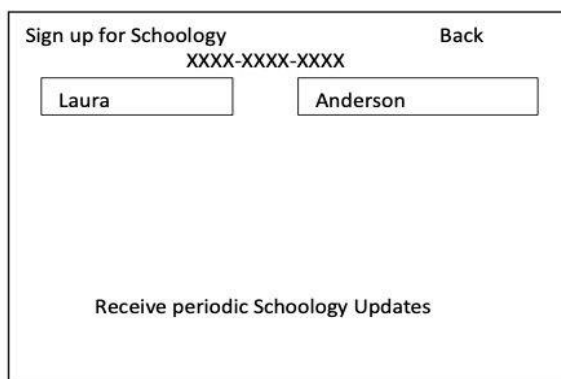
You should have received a Parent Access Code from your child's school. Enter that code here:

Click **Continue**



The screenshot shows a page titled "Sign up for Schoology". It has a text input field labeled "Access Code". Below the field is the instruction "Enter the access code provided by your child's instructor." At the bottom of the form is a "Continue" button.

5. Enter your name, email address, and password



The screenshot shows a registration form titled "Sign up for Schoology" with a "Back" link in the top right. Below the title is a placeholder "XXXX-XXXX-XXXX". There are two text input fields: the first contains "Laura" and the second contains "Anderson". At the bottom of the form is a checkbox labeled "Receive periodic Schoology Updates".

landerson@example.com

XXXXXX

XXXXXX

Register

Once you log in, you'll be able to browse your child's activities by selecting your child's name from the top right dropdown.



You also have the option to associate additional children using Schoology with this account.

To associate
account, select



additional children, click on the downfacing arrow on the top right of your Schoology
Add Child, and enter the Parent Access Code for your other child/children.

Appendix I - How to Login to the School Filter

Appendix I How to Login to the School Filter

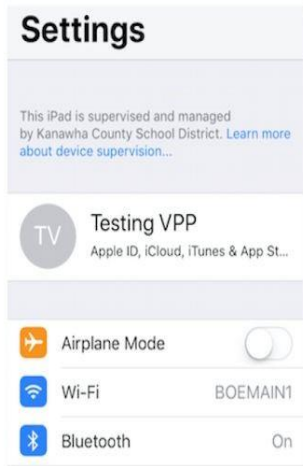
In order to access the Internet at home using a school iPad, the student must log in to the school filter every 24 hours. If your student cannot get the Internet to work on his/her school iPad, this is the first thing you should check.

CONNECTING TO THE INTERNET FROM HOME

1. LAUNCH THE SETTINGS APP



2. SELECT Wi-Fi



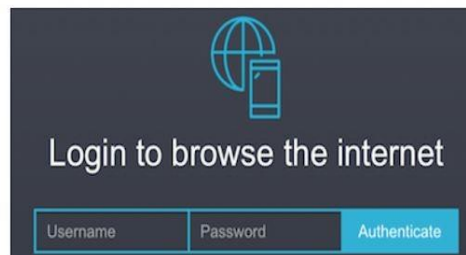
3. SELECT YOUR WIRELESS NETWORK



4. LAUNCH HOME ACCESS



5. LOG IN USING YOUR SCHOODOLOGY ACCOUNT AND SELECT AUTHENTICATE



6. YOU ARE NOW CONNECTED



Kanawha County Schools
Student/Parent Technology Agreement

Student Information:

First Name: _____ Last Name: _____

WVEIS Number _____ Current School: _____

Address: _____

Phone: _____ Cell Phone _____

Parent Name: _____

Parent Email Address: _____

Is Wifi Internet coverage available at Home: **YES** **NO**

The **Kanawha County Schools** Responsible Use Agreement allows students to use technology inside and/or outside of the classroom.

I have reviewed the KCS Student Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Responsible Use Agreement
3. iPad Usage Agreement
4. Financial Responsibilities - where applicable
5. Mobile Technology Precautions
6. Student/Parent Technology Agreement
7. Student iPad User Agreement

Acceptable Use:

As a student at KCS, I acknowledge that I have read through and agree to the KCS Acceptable Use Agreement.

Student Signature: _____

Date: _____

Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the **KCS Student Technology Handbook**, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I will be held responsible for reimbursement for loss, theft, damage, or repair of my child's mobile device, which may have occurred at school or at home, or while the mobile device was being transported.

The mobile device remains the property of Kanawha County Schools. Upon transfer from the district, parents and students agree to return the mobile device to the school in the same condition it was issued to the students less reasonable wear. Failure to return the mobile device results in financial obligation for the replacement cost of the device and accessories.

Kanawha County Schools will provide an optional damage waiver* for the loaned device. If interested in this optional damage waiver, please see the attached damage waiver enrollment form. ***If you choose not to participate in the optional Damage Waiver Program, please indicate by initialing the box below to clarify your intention to opt out of the optional damage waiver coverage.***

☐

I choose to OPT OUT of the optional damage waiver and will be responsible for all instances of repair or replacement. I understand that this means that I am accepting responsibility for the full cost of repair or replacement of the device (and accessories) if it is damaged, lost, or stolen.

Parent Signature: _____

Date: _____

Parent Responsibilities

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- ☐ I will supervise my child's use of the iPad at home.
- ☐ I will discuss our family's expectations regarding the use of the Internet and email at home.
- ☐ I will supervise my child's use of the Internet and email.
- ☐ I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- ☐ I will report, to the school, any problems with the iPad.
- ☐ I will not load onto or delete any software from the iPad.
- ☐ I will make sure my child recharges the iPad battery nightly.
- ☐ I will make sure my child brings the iPad to school every day.
- ☐ I understand that if my child comes to school without the iPad, I may be called to bring it to school.
- ☐ I agree to return the iPad to school when requested and/or upon my child's withdrawal from Kanawha County Schools.
- ☐ I will maintain a record of the passwords used on the device and provide the information to the district, if needed, to track the device.

Student Responsibilities

Your iPad is an important learning tool and is to be used for educational purposes. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- ☐ When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies Kanawha County Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws.
- ☐ I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- ☐ I will not lend the iPad to anyone, not even my friends or siblings; it will stay in my possession at all times.
- ☐ I will not use my iPad with personal email accounts other than those assigned by school and/or the WVDE (@stu.k12.wv.us)
- ☐ I will not remove programs or files from the iPad.
- ☐ I will not give out personal information when using the iPad.
- ☐ I will bring the iPad to school every day.
- ☐ I agree that email (or any other electronic communication) should be used only for appropriate, legitimate, and responsible communication. I will practice good Digital Citizenship skills.
- ☐ I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- ☐ I will not attempt to repair the iPad.
- ☐ I will recharge the iPad battery each night.
- ☐ I will return the iPad when requested and upon my withdrawal from Kanawha County Schools.
- ☐ I will keep the iPad in its protective case at all times.

In the event that the iPad is damaged, lost or stolen under this plan, restitution will be expected. It is important to remember that the ITUNES account used on the device has the ability to track the location of the iPad (location will be indicated on a map) and remotely control a sound notification on each device. In the event of loss or theft, it is very important to notify school personnel quickly (before the battery drains). The school district will treat a lost iPad as stolen and will support the authorities in tracking the device.

I have read, understand and accept the parent/student responsibilities enclosed in this KCS Technology Handbook.

Student Signature: _____ Date _____

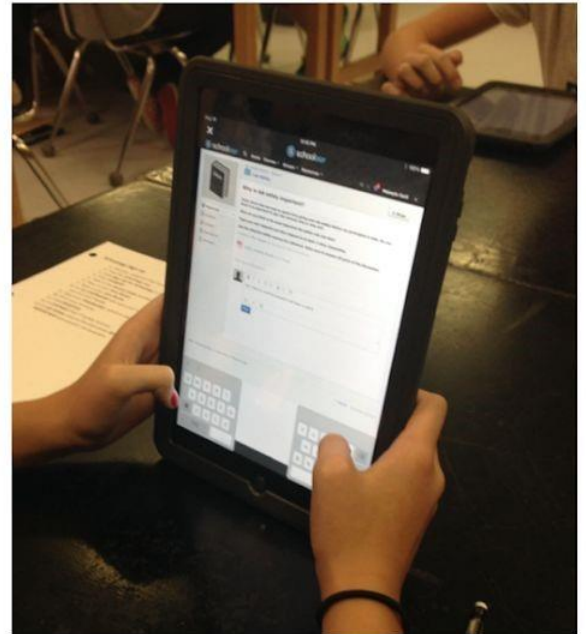
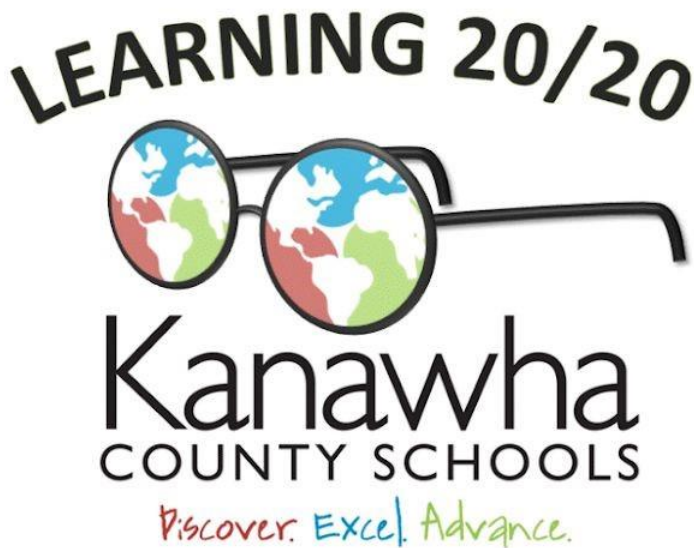
Parent Signature: _____ Date _____

Optional Damage Waiver

Optional Damage Waiver

Students

2020-2021



Optional Damage Waiver Program For Students

Kanawha County Schools is offering an optional damage/loss waiver for our Learning 20/20 initiative. The annual (**must be renewed each school year**) \$40* fee is completely optional for those that want protection from expenses due to loss/damage of the student issued iPad. There will be a \$49 incident fee for each incident of damage/loss (**loss limited to one instance per school year**). If you choose to participate in the optional damage waiver program, Kanawha County Schools will waive your financial responsibility above and beyond the \$49 deductible for each covered incident occurring in that school year. (Please see attached information sheet.)

To obtain a waiver:

1. Agree to the terms and conditions of the Optional Damage Waiver Program.
2. Please fill out the back of this form and send it to your child's school along with the payment.
3. You may pay via cash/check. Please make checks payable to your child's school.
4. The Damage Waiver does not take effect until your child's school receives the signed form and payment. Existing devices must be examined by school personnel.
5. Waivers must be submitted within 14 days from the first day of school or receipt of device.

Kanawha County Schools - Students

Optional Damage Waiver Program Terms and Conditions

I hereby acknowledge that my child has been and/or will soon be issued an electronic device by Kanawha County Schools for the sole purpose of enhancing his/her education and I am wholly and entirely responsible for loss or damage to this district owned device. I will ensure that my child will use this device in accordance with all policies and procedures, bring it to school daily, and will do everything to protect it from damage and/or loss.

In order to decrease the possible financial responsibility on myself from accidental loss (*limited to one instance*) or accidental damage to the device, I fully accept the Kanawha County School's offer to partially waive my financial responsibility for a future loss/damage, subject to terms, conditions, and deductibles outlined in this agreement and agree to pay the per school year fee of \$40*. (Please see information sheet.)

I understand there are certain conditions not covered by this damage waiver which include:

1. Any dishonest, fraudulent, malicious, or criminal acts.
2. Any loss to software, data, documents, music, videos, recordings or other personal information that I or my child has placed on the device.
3. Loss/damage caused by failure to use all reasonable means to protect the device.
4. Loss of the device not reported to the school/district/local law enforcement. (**24 hours**)
5. Any use resulting in loss/damage that does not adhere to the Kanawha County Schools' policies and procedures.
6. Failure to bring the device to school daily for check-ins may void this agreement.

I am responsible for a per occurrence deductible of \$49 for each claim covered under this agreement and agree to pay the incident fee *immediately* upon confirmation of loss/damage. The confirmation of loss will be determined at Kanawha County Schools' sole discretion. I understand that Kanawha County Schools reserves the right to revoke any and all of my or my child's privileges under this program should there be evidence of careless and/or destructive behavior on my or my child's part.

*Payment is non-refundable and no prorated payments for late school enrollment will be allowed.

By signing this form, you are agreeing to the terms and conditions above and have enclosed the non-refundable payment enrolling you in the Kanawha County Schools Damage Waiver Program. I understand that the annual (each school year) Damage Waiver fee must be submitted no later than 14 days after the student's first day of school or the receipt of the device and that the waiver does not take effect until the school receives the payment.

Student Name: _____

Student ID #: _____

Parent Name: _____

School: _____

Parent Signature: _____

Date: _____

Payment included: Cash/Check

Amount: _____

Please make checks payable to your child's school

For School Use Only: I verify that I have seen the student's iPad and that it does in fact belong to that student and is in good condition/working order. (No physical damage)

Name of Teacher/Administrator: _____ Date: _____

Handbook Agreement (SHS)

I, _____ (student's name), have read the entire handbook with an adult and understand what is expected of me. I also understand I can use this handbook to find important information about E-Learning and remote instruction.

Student Signature: _____

Parent Signature: _____

Date: _____