

# Neely's Bend Remote Learning Orientation Handbook



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# Student Schedules, Grades and Attendance

## Student Schedules

- Students will follow the same schedule Monday, Tuesday, Thursday, and Friday
- Wednesday schedule will be slightly different to include CREW instead of Homeroom
- Students will alternate between Science & Social Studies on A and B days
- There is information about Daily Rotations and Electives on the bottom of each student's virtual schedule

### Sample student schedule:

#### LEAD Neely's Bend Student Schedule

Student Information	Login Information
Name: Jane Doe Grade: 6 Student ID: 0000000 Cohort: 6.4	Email: jane.doe@stu.leadpublicschools.org Password: LB12345

Start Time	End Time	Class		Teacher
		A Day Schedule:	B Day Schedule:	
8:30 AM	9:00 AM	Homeroom (Mon, Tues, Thurs, and Fri)		Smith
		Crew (Weds): 6F Nile		Travis
9:00AM	10:00 AM	Math	Math	Rock
10:00 AM	10:05 AM	Break		
10:05 AM	11:05 AM	ELA	ELA	Francis
11:05 AM	11:10 AM	Break		
11:10 AM	12:10 AM	Science	Social Studies	Roger/Chris
12:10 PM	12:50 PM	Lunch		
12:50 PM	1:20 PM	Reading Intervention		Townes
1:20 PM	1:50 PM	Math Intervention		Chris
1:50 PM	1:55 PM	Break		
1:55 PM	2:55 PM	Related Arts		See Schedule Below
2:55 PM	3:15 PM	Asynchronous Prep Work (Homework)		Complete Independently

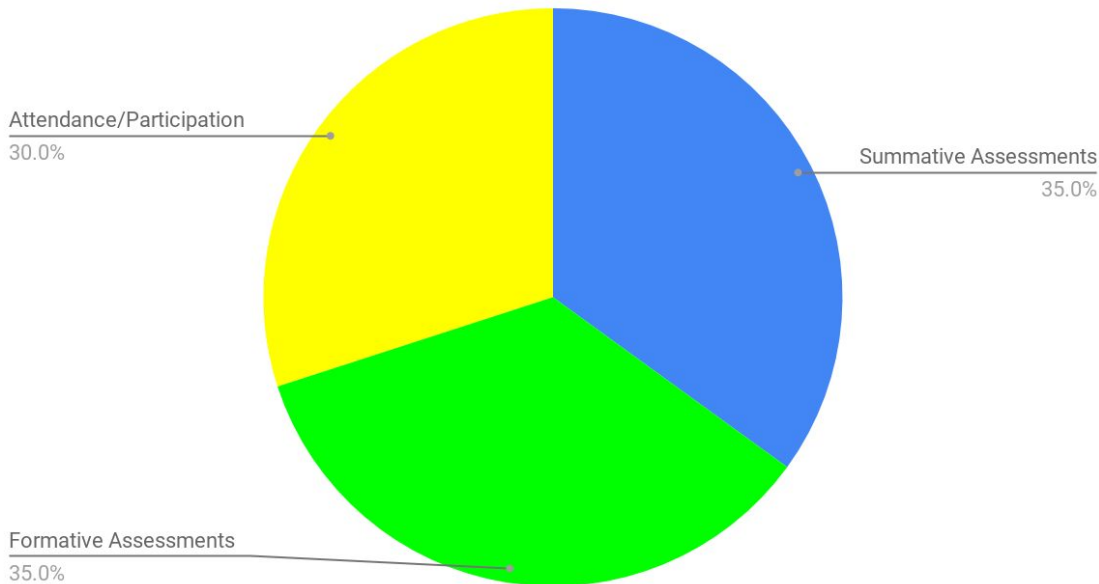
Related Arts Schedule - 5th Grade				
Monday	Tuesday	Wednesday	Thursday	Friday
Art	21st Century Skills	PE	Health	PE
Orange	Wilson	Carter	Nice	Tucker

# Grades

Class grades will include

- Summative Assessments (tests, quizzes, projects, essays, etc.)-- 35% of final grade
- Formative Assessment (homework, exit tickets, classwork, etc.)-- 35% of final grade
- Attendance and Participation (coming to class and work completion)-- 30% of final grade

## Final Class Grade



# Attendance

The attendance policy for LEAD Public Schools (LPS) follows the guidance released by Metro Nashville Public Schools and the State of Tennessee. LPS expects that students will make a good faith effort to attend all learning sessions, and that families understand that both attendance and participation are requirements of live learning sessions. Find the attendance guidelines below:

1. Student attendance will be taken **during live instruction** and reported to the state each day.
2. Students must attend **all live classes** to receive the class participation credit which will count towards their final grade.
  - a. **Attendance and class participation** is worth **30%** of the total grade for all virtual learning classes. Students who do not attend class on a regular basis will miss assignments and be in danger of failing.
3. If a student experiences technical difficulties that prohibit logging in to a virtual class, the student must **contact their school immediately** in order to be counted present for that day.
4. Chronic absenteeism and truancy will mirror the state policy.

**Remote Learning Attendance Expectations- What do students do?**

- Students will be given a virtual class schedule.
- Students will attend all virtual classes during the week.

### **Remote Learning Attendance Expectations- What do parents/guardians do?**

- Login to Kickboard daily to check your student's attendance.
- Encourage your student to attend all their virtual classes.
- Observe your student while they are "in" their virtual classes.

### **What if there is a problem with technology?**

If your technology stops working during a virtual class...

- And you have a cell phone:
  - Please text your teacher and let them know. Include a picture of what your Chromebook screen looks like.
- If you do or do not have a cell phone:
  - Close out all tabs and apps open on your computer, but clicking the red or gray x on every window open
  - Power down your computer and leave it turned off for at least five minutes
  - Restart your computer and log back in if you can.
  - Once your computer and email are working again, email the teacher whose class you missed to explain what happened. If you parents have an email address, they should also email your teacher that same day. It is okay if your parent needs to write their email in Spanish- we will get it translated.
- Because you lost power/ electricity in your home
  - Send a communication to your teacher as soon as you can explaining what happened.
  - Have your parents email your teacher (OR) they can write a handwritten note that you can take a picture of and text to your teacher

If your technology stops working correctly and you need a replacement, contact your Crew teacher (listed on your student's Virtual Learning Schedule).

### **Why is virtual class attendance important?**

Attendance is important because students are more likely to succeed in school when they engage in virtual classes regularly. Research shows that students who attend school regularly have higher levels of achievement, more opportunities to learn, more exposure to the English language and are more likely to feel like they are part of the school community.

### **What are the harmful effects of missing virtual classes?**

It is difficult to teach students needed skills and content if they are frequently absent. Studies have shown that in addition to falling behind in academics, students who are not engaged in school on a regular basis are more likely to get into trouble and cause problems in their communities.

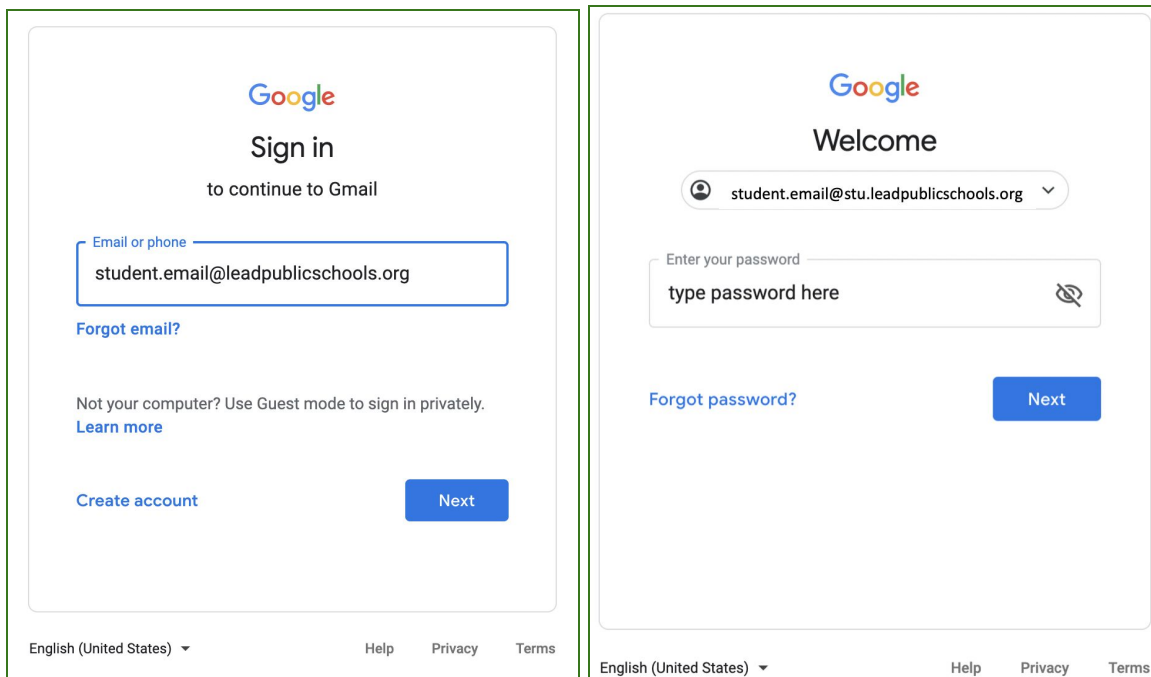
### **What needs to happen when you miss a virtual class or a day of virtual school?**

Students who miss a class will need to view the recording of the class as well as complete make-up work for the missed time in class. Within 3 days a parent or guardian must call, email, or send in a note explaining why the student was absent.

# Virtual Learning Tools

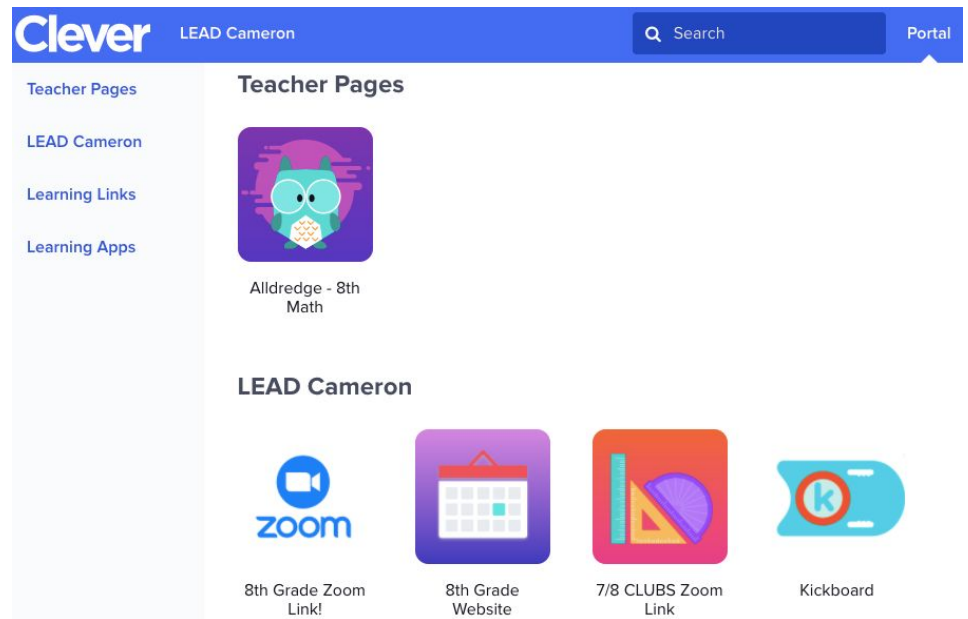
## Student Emails

- Your student’s email address is on their **Student Information Sheet**.
- To log into their account, your student will need to:
  1. Go to [www.gmail.com](http://www.gmail.com).
  2. Type his/her email address in the blank space. Make sure to include “@stu.leadpublicschools.org”.
  3. Click next.
  4. Type his/her password in the blank space
  5. Click “Next”.
- Please have your student **check his/her email daily** for updates and assignments from teachers and school staff.



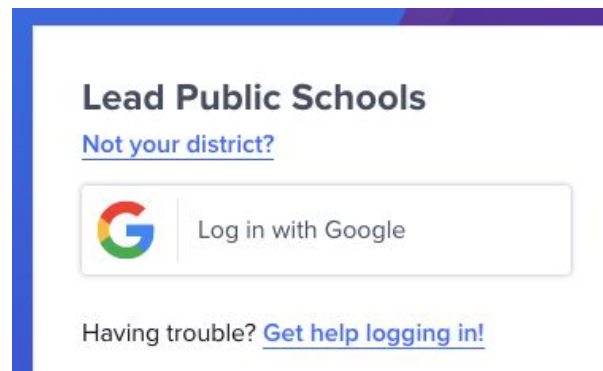
# Clever

When you open your chromebook and login, the Clever homepage will automatically open on your computer. This is a **personalized webpage** that gives you access to your **teacher pages** for your classes, **Google Classrooms, classroom apps**, and school-specific links like **Zoom**. The great thing about Clever is that it puts all of your school resources in one place, and it also will automatically sign you into some apps, and will remember your password for other apps and links once you've signed in the first time.



## Login Instructions:

Open your chromebook and sign in using your student email address and password from your **Student Information Sheet**. It should automatically bring you to this screen. Click on "Log in with Google", and enter your student email address and same password again, and you will be at your Clever homepage!



If you are using another device to do your schoolwork, you can access the Clever login screen by going to <https://clever.com/in/lead-public-schools> to login.

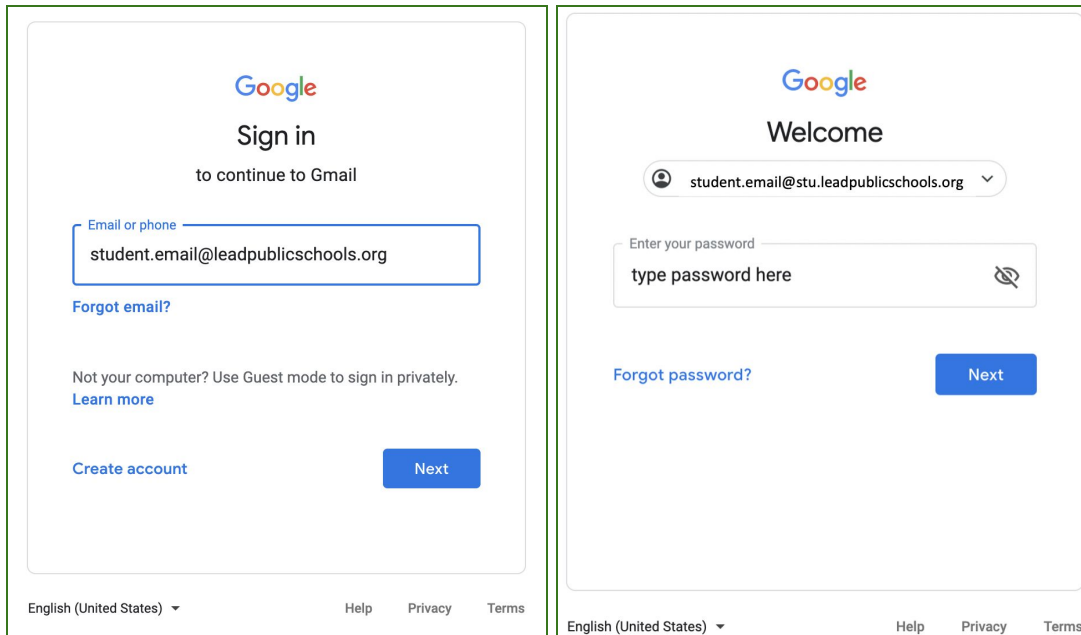
# Google Classroom

Google Classroom is where your students can find their assignments posted for each of their classes. Students will see links to Google Classroom in their **Clever Portal**. The icon for Google Classroom looks like this green image on the right.



Google Classroom

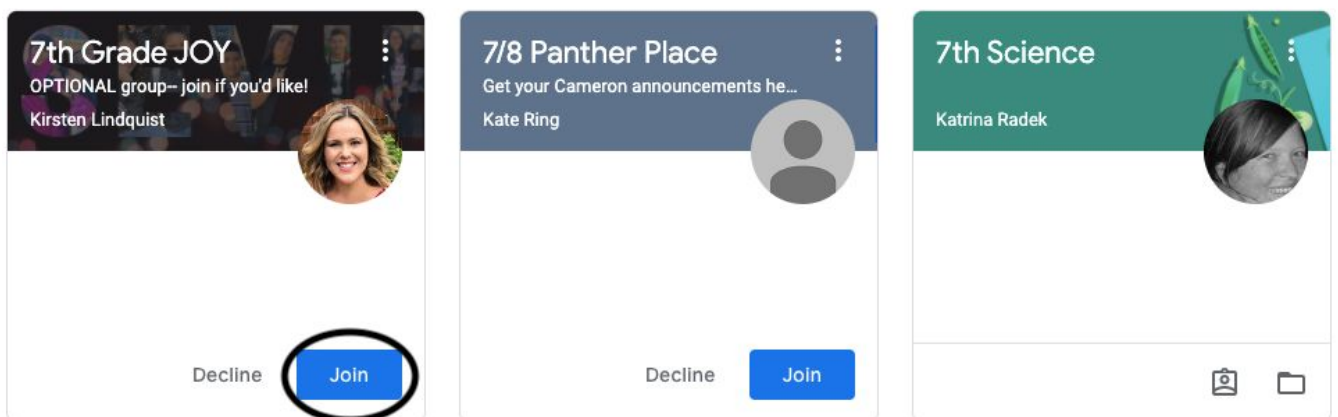
Once you click this link, you may be asked to log in, using your student email address and password from your **Student Information Sheet**.



The first screenshot shows the Google sign-in page. It features the Google logo, the text "Sign in to continue to Gmail", and a text input field for "Email or phone" containing "student.email@leadpublicschools.org". Below the field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is at the bottom right. The footer includes "English (United States)", "Help", "Privacy", and "Terms".

The second screenshot shows the Google "Welcome" page. It features the Google logo, the text "Welcome", and a dropdown menu showing "student.email@stu.leadpublicschools.org". Below is a text input field for "Enter your password" containing "type password here" with a visibility icon. Below the field are links for "Forgot password?" and a blue "Next" button. The footer includes "English (United States)", "Help", "Privacy", and "Terms".

Once you log in, you will see a homepage that looks like this:



Click the **blue 'Join' button** to join the class. Then, click each subject name to see classwork posted for that subject. Here, you can submit work that your teachers assigned to you.

# Zoom

Zoom is a **video conferencing** platform that allows students to attend **live lessons** with their teachers. LEAD Public Schools will use Zoom video conferencing daily to provide live virtual instruction.

Links to Zoom sessions will be provided to students through their **Clever Portal** or **Google Classroom**. Once you click the Zoom link, follow these quick steps to join the video call:

1. You may be prompted to “Open Zoom.us.” Click “Open Zoom.us.”

Open zoom.us?

https://zoom.us wants to open this application.

Always allow zoom.us to open links of this type in the associated app

Cancel

Open zoom.us



2. Select “Join with Video.”

Join without Video

Join with Video



3. You may be placed in a waiting room that says “Please wait, the host will let you in soon.” Simply wait and the host will let you in.

4. Once admitted into the meeting, Select “Join with Computer Audio.”

Join With Computer Audio

Test Speaker and Microphone





# Virtual Classroom Rules and Consequences

General Zoom Classroom Rules	
Category	Expectation
Dress Code	<ul style="list-style-type: none"> <li>• School appropriate attire must be worn since students are expected to have their camera turned on during class. This means students must be appropriately covered (No low-cut or mid-drift tops visible on camera). Clothing must not contain any profane language or images that would not be allowed in the physical school building, this includes suggestive images that lead the observer to assume the content is inappropriate.</li> <li>• In a virtual setting we will continue to prohibit gang-associated wear such as paisley bandanas.</li> </ul>
Cell Phones	<ul style="list-style-type: none"> <li>• Cell phones must be silenced and put away just like during in person learning.</li> <li>• Cell phones are not to be used to record others (virtually or in person). Students are not allowed to record lessons or take pictures of virtual lessons (this includes pictures of staff members and students).</li> <li>• Students should not use cell phones as calculators during math class. Instead, they must use their computer. This is the expectation for 2 reasons:               <ul style="list-style-type: none"> <li>○ Cells phones are distracting and students may be texting and/or cheating if a phone is out</li> <li>○ Computer-based standardized tests require use of a calculator on the computer. This is good practice</li> </ul> </li> </ul>
Video	<ul style="list-style-type: none"> <li>• Always turned on, unless teacher directs student to turn it off</li> </ul>
Sound/ Microphone	<ul style="list-style-type: none"> <li>• Always muted, unless the teacher says otherwise</li> </ul>
Use of Chat	<ul style="list-style-type: none"> <li>• Used as directed by the teacher</li> <li>• Never to be used to send private messages to others during class (Teacher can disable this in settings)</li> </ul>
Background	<ul style="list-style-type: none"> <li>• Students may make custom backgrounds in Zoom</li> <li>• Custom or real life backgrounds must not contain any profane language or images that would not be allowed in the physical school building, this includes suggestive images that lead the observer to assume the content is inappropriate.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• Attendance to all live Zoom classes is required.</li> <li>• Students must join <b>before</b> class begins so that the class can begin on time.               <ul style="list-style-type: none"> <li>○ Teachers will start the Zoom meeting a couple minutes before the start of class to ensure that students are able to enter the meeting and class can begin on time.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• If the teacher experiences technical difficulty, such as a power or internet outage and a class abruptly ends, students are expected to rejoin the class and be in the Zoom “waiting room” for 10 minutes. If after 10 minutes, the class cannot resume, that class will be cancelled for that day.</li> </ul>
Breakout Rooms	<ul style="list-style-type: none"> <li>• Students are expected to follow the clear directions given by the teacher in terms of the role each person must play in the breakout room</li> <li>• Conversation must be on task- Teachers will pop in and out of breakout rooms to check for understanding and ensure compliance and full engagement (ex: no other tabs open and not completing other work)</li> </ul>


Virtual Classroom Routines		
Routine	Why	Student Action
<b>Before Class</b>	Students should be prepared to be engaged and look presentable for a classroom setting to limit distractions and breaks during class.	Take care of your physical needs: <ul style="list-style-type: none"> <li>• Eat breakfast</li> <li>• Drink water</li> <li>• Use the restroom</li> <li>• Proper hygiene</li> <li>• Look presentable               <ul style="list-style-type: none"> <li>○ Appropriate dress                   <ul style="list-style-type: none"> <li>■ Face visible</li> <li>■ No sleeveless shirts</li> <li>■ No bandanas</li> <li>■ No inappropriate language or symbols</li> </ul> </li> </ul> </li> </ul>
	Students should be prepared to start on time and be in a location where they can focus on lessons and schoolwork, as well as ensuring they are taking care of their school technology (computers).	Take care of your technological/classroom needs: <ul style="list-style-type: none"> <li>• Laptop charged and in a safe space               <ul style="list-style-type: none"> <li>○ No eating or drinking</li> </ul> </li> <li>• Notebook/paper, pen, or pencil</li> <li>• Be in a calm and quiet space to work</li> <li>• Have your daily schedule ready with passwords and zoom links</li> </ul>
	Students should have all homework and pre-work complete so they are ready to participate in the lesson for the day.	Take care of your classwork needs: <ul style="list-style-type: none"> <li>• Homework complete and ready to turn in</li> <li>• Pre-readings complete</li> <li>• Reach out to teacher with questions, concerns, or needs prior to class starting</li> </ul>
<b>Entering Class</b>	Students should be prepared and present in class without disrupting others.	<ul style="list-style-type: none"> <li>• Enter zoom classroom 5 minutes prior to class starting</li> <li>• Greet room by saying “hello” or “good morning” and then immediately go on mute</li> <li>• Make sure your video is on</li> </ul>

		<ul style="list-style-type: none"> <li>● If you have issues entering the room or with zoom, text/call classroom teacher</li> <li>● Wait for instruction from teacher</li> </ul>
<b>During Class</b>	Students should be focused on learning and participating in class.	<ul style="list-style-type: none"> <li>● Stay engaged <ul style="list-style-type: none"> <li>○ Complete all work</li> <li>○ Video on</li> <li>○ Head up</li> <li>○ Limit distractions and movement (no horseplaying)</li> <li>○ Cellphones out of sight</li> <li>○ Only on school websites</li> <li>○ Keep laptop on work space and in upright position</li> <li>○ Zoom communication <ul style="list-style-type: none"> <li>■ Only come off mute when called on</li> <li>■ Use appropriate hand signals</li> <li>■ Stay on topic</li> <li>■ Using chat <ul style="list-style-type: none"> <li>● No side conversations</li> <li>● Ask questions on topic and appropriately</li> </ul> </li> </ul> </li> </ul> </li> </ul>
	Students should speak kindly and appropriately to both their teachers and classmates by being encouraging and uplifting.	<ul style="list-style-type: none"> <li>● Respectful language and interaction <ul style="list-style-type: none"> <li>○ (Is it</li> <li>○ <b>T</b>True, is it</li> <li>○ <b>H</b>Helpful, is it</li> <li>○ <b>I</b>Inspiring, is it</li> <li>○ <b>N</b>Necessary is it</li> <li>○ <b>K</b>Kind?</li> </ul> </li> </ul>
	Students should take care of their school technology per the LEAD computer policy.	<ul style="list-style-type: none"> <li>● No food or drinks around laptop</li> </ul>
	Students may have things arise while working from home but should communicate with teachers as needed to ensure they know how to support.	<ul style="list-style-type: none"> <li>● Emergency needs <ul style="list-style-type: none"> <li>○ Private message teacher</li> <li>○ Turn off video</li> <li>○ Rejoin as quickly as possible</li> </ul> </li> </ul>
	Students should be respectful and on task in class. If students are	<ul style="list-style-type: none"> <li>● Cool Down/Reset Room (Take 5) <ul style="list-style-type: none"> <li>○ Wait for SST to join</li> </ul> </li> </ul>

	unable to meet that expectation, SST will join them in a breakout room to reset so students are ready to return and participate in class.	<ul style="list-style-type: none"> <li>○ Reflect on behaviors</li> <li>○ Reset with SST (talk and listen)</li> <li>○ Return to main zoom class and participate appropriately</li> </ul>
<b>End of Class</b>	Students should ensure they have everything needed to complete homework and transition quickly to their next zoom class.	<ul style="list-style-type: none"> <li>● Remain in zoom the entire class period (do not leave early or before dismissed)</li> <li>● Turn in all classwork</li> <li>● Ask clarifying questions (homework, etc)</li> <li>● Have work ready for next class</li> <li>● Transition to next class (zoom room)</li> </ul>

<b>Zoom Classroom Consequences</b>	
<b>Kickboard Consequence</b> <i>Issued Verbally during class</i>	<b>Behavior Descriptions</b>
<b>Minor Behaviors (-1)</b>	
T (Talking)	<ul style="list-style-type: none"> <li>● Talking out of turn</li> <li>● Inappropriate volume</li> <li>● Making inappropriate noises</li> </ul>
OT (Off task)	<ul style="list-style-type: none"> <li>● Reading a book instead of focusing on lesson</li> <li>● Dozing off</li> <li>● Off task conversations in breakout rooms</li> </ul>
D (Disruptive)	<ul style="list-style-type: none"> <li>● Making any unnecessary noises in class or at whole school events</li> <li>● Phone rings in class</li> <li>● Sound effects on computer turned up on purpose</li> <li>● Using chat feature when not directed</li> <li>● Making visual distractions- hand gestures, flashing lights, etc.</li> </ul>
<b>Major Behaviors (-3)</b>	
Marks	<ul style="list-style-type: none"> <li>● Calling someone a negative name</li> <li>● Using profanity directed at others</li> <li>● Seeking a different answer (one teacher says no, you ask another teacher)</li> <li>● Inappropriate use of school materials, including technology (ex: on explicit website, damaging tech)</li> <li>● Copying or cheating</li> <li>● Repeatedly using Zoom features in a way that disrupts the class.</li> </ul>

# Virtual Learning Ethos

 Distance Learning Behavior Matrix	Committed & Disciplined	Courageous	Self Reliant	Serve Others
Virtual Learning	<ul style="list-style-type: none"> <li>Attend Zoom Meetings and Classes on time</li> <li>Attend Office Hours/Tutoring as scheduled and on time</li> <li>Come prepared to class with all of your materials</li> <li>Complete all class assignments and homework and submit on time</li> <li>Follow classroom procedures- camera on, microphone muted unless talking or told otherwise, etc.</li> <li>Complete work independently, without the help of friends, unless given permission to do so</li> <li>Be present- avoid multitasking</li> <li>Choose a distraction-free space for attending virtual school</li> </ul>	<ul style="list-style-type: none"> <li>Ask questions in Zoom class by "raising hand"</li> <li>Comment in Zoom class when given permission</li> <li>Keep camera on during Zoom class</li> <li>Demonstrate creativity</li> </ul>	<ul style="list-style-type: none"> <li>Email, text, or call teachers with questions about assignments</li> <li>Communicate issues with online tools in a timely manner and ask for workarounds or extensions. Ex: "Google Classroom won't let me submit, so I'm emailing you my essay."</li> <li>Communicate with family about school expectations and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Keep facial expressions, verbal comments, and chat comments respectful at all times when on Zoom</li> <li>Breakout room norms- leaders, timekeepers, reports, recorders</li> </ul>
Technology Usage	<ul style="list-style-type: none"> <li>Keep chromebook charged</li> <li>Use technology appropriately</li> <li>Avoid eating or drinking while using Chromebook.</li> <li>Keep login, passwords, and private information private.</li> <li>Use Chromebooks for school use only</li> </ul>	<ul style="list-style-type: none"> <li>Avoid and report inappropriate sites and unsafe use</li> </ul>	<ul style="list-style-type: none"> <li>Stay on task when using technology.</li> </ul>	<ul style="list-style-type: none"> <li>Always <b>THINK</b> before posting online. (Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?)</li> </ul>

# **Bullying and Harassment Policy**

*Student safety is a priority at Neely's Bend as we know that acts of bullying and harassment cause school to be unsafe. In accordance with Tennessee law, bullying is strictly prohibited and will result in immediate disciplinary action. The determination of appropriate consequences will include the consideration of: the severity of behavior, the context of the situation, and the documented history of behavior of all involved students. The following definitions are adapted from the MNPS Bullying and Harassment Policy.*

## **Bullying/Hazing**

Bullying is any intentional act that is severe, persistent, or pervasive and substantially interferes with a student's educational benefits, opportunities or performance, and has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students; or
4. Creating a hostile educational environment.

Bullying may involve, but is not limited to, the following: unwanted teasing, threatening, intimidating behavior, cyber bullying, physical bullying, theft, sexual, religious, or racial harassment and public humiliation. Bullying that involves a protected class must be reviewed for potential civil rights violations.

## **Harassment**

Harassment may take many forms and is not limited to conduct that constitutes bullying. Harassing conduct may include verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating if such conduct is based on a student's real or perceived race, color, religion, national origin, handicap/disability, sexual orientation, ancestry, or sex, gender identity, gender expression, and appearance.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently serious (severe, pervasive, or persistent) and objectively offensive so as to deny or interfere with or limit a student's ability to participate in or benefit from the programs, services, activities, or opportunities offered by a school or MNPS.

Behaviors that constitute sexual harassment may include, but are not limited to sexually suggestive or offensive remarks; sexually suggestive pictures, sexually suggestive gesturing, verbal harassment or abuse of a sexual nature, harassing, abusive or sexually suggestive or offensive messages sent by e-mail or other electronic medium, subtle or

direct propositions for sexual favors, and touching, patting, or pinching. Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

### **Cyber Bullying**

The use of electronic information and communication technologies, including, but not limited to email, cell phone and pager voice, text, still photograph or video messages, instant messaging, defamatory personal websites, social networking sites and online personal polling sites or journals, to support deliberate and harassing behavior that frightens, harms or embarrasses others and unreasonably impacts or disrupts the orderly operation of the school environment.

# Family Communication Tools

## School Social Media Pages

### Facebook:

- Family closed facebook group **The LEAD Cameron Middle School Family** (required) "<https://www.facebook.com/groups/541719610107948/>"
- General public Facebook page (LPS maybe posting network wide information) "LEAD Cameron"

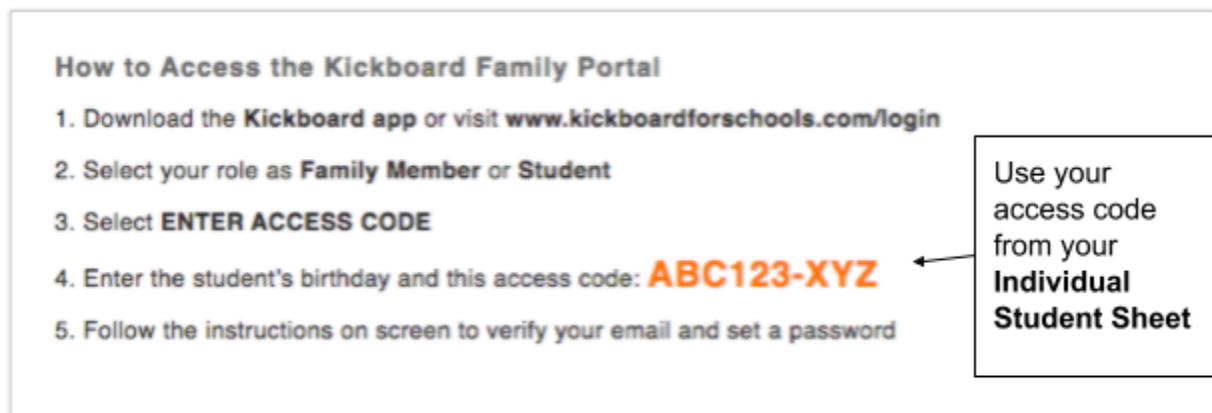
**Instagram:** @lead.cameron (optional), @lead\_public\_schools (optional)

**Website:** The LEAD Public School website (Families can get more detailed information on certain social media posts) <https://leadpublicschools.org/>

## Kickboard

The **Kickboard Family Portal** is a way for families to know about their student's behavior. To create your account in Kickboard, follow the instructions below. A **Kickboard Access Code** will be provided by your school on the **Student Information Sheet**.

### Sample Student Access Code & Directions



**How to Access the Kickboard Family Portal**

1. Download the **Kickboard app** or visit [www.kickboardforschools.com/login](http://www.kickboardforschools.com/login)
2. Select your role as **Family Member** or **Student**
3. Select **ENTER ACCESS CODE**
4. Enter the student's birthday and this access code: **ABC123-XYZ**
5. Follow the instructions on screen to verify your email and set a password

Use your access code from your **Individual Student Sheet**

For security purposes, you will be asked to enter the access code from your **Student Information Sheet** and the student's date of birth. You will then be able to verify your email address, set a password, and log in.

To add more than one student, log out and follow the same steps above for each student. If you use the same email address, you will be able to see information for multiple students from a single account login.



# Illuminate

Setting up your **Illuminate Parent Portal** allows you to see your student's grades as often as you choose. You will get your access code on your student's **Student Information Sheet**. You can register for a parent portal account by following the steps below.

**Step 1:** Go to <http://leadpublicschools.illuminatehc.com/login>

**Step 2:** Complete the registration fields as shown below. Then click "Submit".

Create Parent Account [Back To Login](#)

First Name

Last Name

Email   
This email will be used as your username when logging in.

Phone

Access Code  
If you do not have an access code, please contact your school district to receive one.

Access Code

Password

Password

Confirm Password

This Access Code will be listed on your student's **individual student sheet** that you get from your child's school.

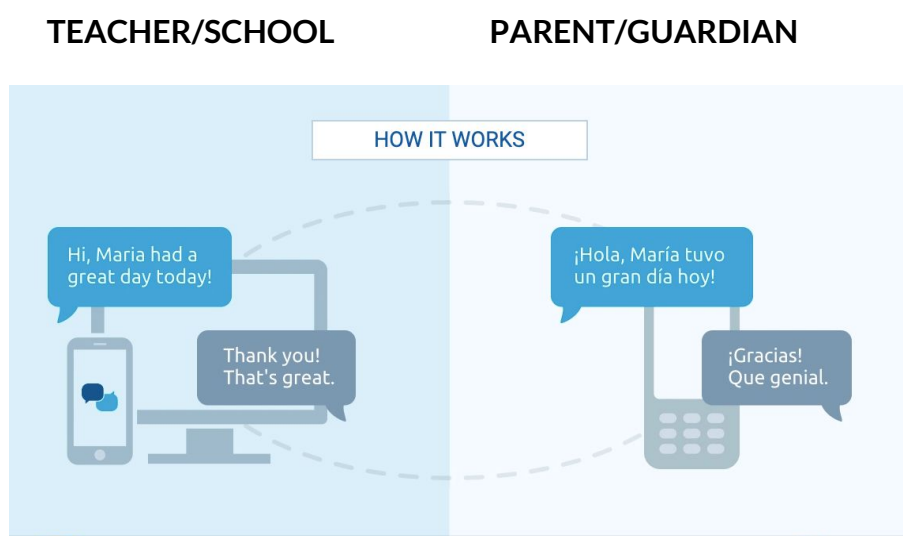
# TalkingPoints

TalkingPoints is a **parent-teacher messaging app with translation**. Your school and your student's individual teachers will use TalkingPoints to communicate with you through a **mobile app or text messages** in your home language.



## How does it work?

- You will receive messages from your teachers in your home language.
- You can reply back and send them a message in your home language, English or with an emoji ☺ *\*Your responses are only sent to the sender and not to other families.*



## What do I need to do as the parent to get signed up?

Nothing, a member of our LEAD team will send you a message to invite you to begin using TalkingPoints and a link to download the free parent app!

***This is what the app looks like for families →***



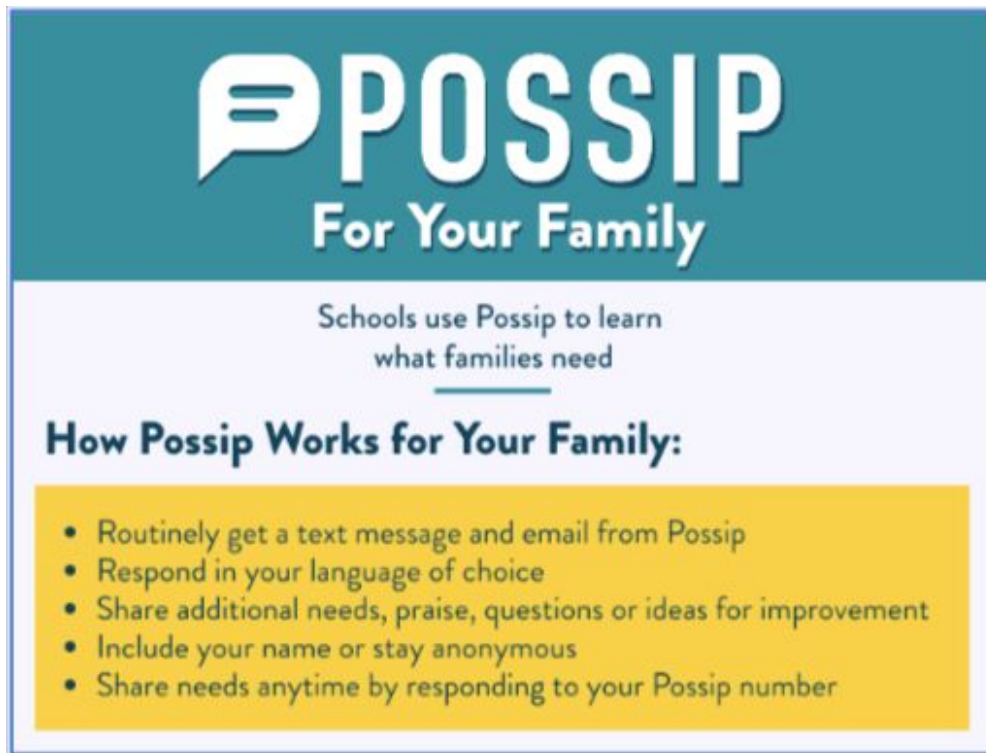
If you prefer not to download the app, it also works with SMS Text Messaging.

*\*Standard text messaging fees apply.*

*\*If you are not interested in participating, you will be able to opt-out once you receive the introductory message from the school.*

## Possip

**Possip** is a messaging system that gives the school administration a direct way to communicate with families through **text messaging** or **email**. You will receive a sign-up text message or email, depending on the contact information you shared with school.



The graphic features a teal header with the word "POSSIP" in large white letters, where the "P" is a speech bubble icon. Below it, "For Your Family" is written in white. The main body is light blue with the text "Schools use Possip to learn what families need" centered. Below this is a yellow box containing the heading "How Possip Works for Your Family:" and a bulleted list of five points.

**POSSIP**  
For Your Family

Schools use Possip to learn  
what families need

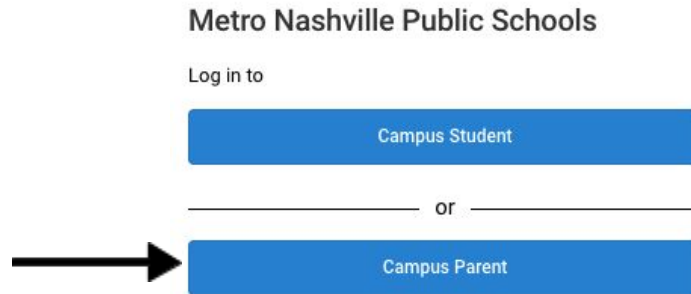
**How Possip Works for Your Family:**

- Routinely get a text message and email from Possip
- Respond in your language of choice
- Share additional needs, praise, questions or ideas for improvement
- Include your name or stay anonymous
- Share needs anytime by responding to your Possip number

# Infinite Campus Parent Portal

**Infinite Campus** is where schools keep all updated **contact information**. During remote learning, it is very important that we have up-to-date contact information, especially **phone numbers** and **email addresses**, for all families. You can update your own contact information in the **Infinite Campus Parent Portal**.

1. Go to <http://familyportal.mnps.org>
2. Choose "Campus Parent"



Metro Nashville Public Schools

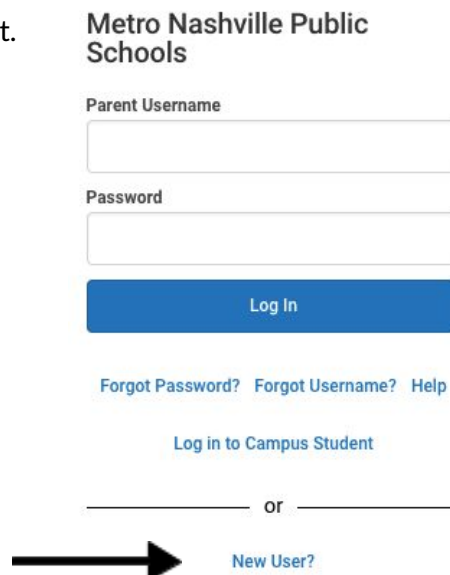
Log in to

Campus Student

or

Campus Parent

3. Choose "New User" to create your account.



Metro Nashville Public Schools

Parent Username

Password

Log In

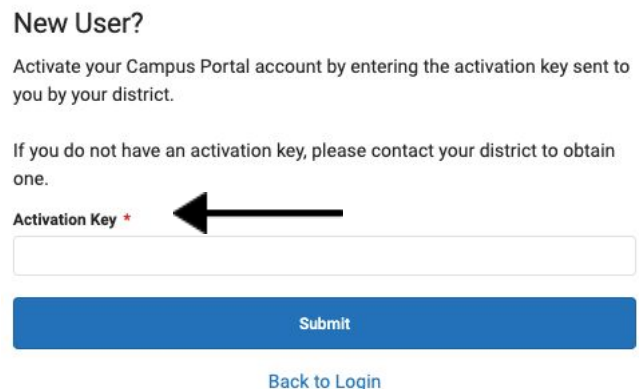
[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in to Campus Student](#)

or

[New User?](#)

4. Enter your Infinite Campus Parent Portal activation key from the **Student Information Sheet** to access to your parent portal account and update your phone number and/or email address if there is any change.



**New User?**

Activate your Campus Portal account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key \*

Submit

[Back to Login](#)

# Technology Agreement

## ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY: PROCEDURES AND GUIDELINES

The following procedures and guidelines shall apply to the use of electronic resources by students, staff and guest users within LEAD Public Schools ("LPS"). Electronic resources are defined as computers, networks, INTERNET, electronic mail (email), audio equipment, VCR's, DVD/Blue-ray players, televisions, telephones, etc. Independent access to any of these electronic resources by students will not be granted until a permission agreement form, a copy of which is attached hereto, is signed by the student. If the student is under 18 years of age, the permission agreement form must also be signed by the student's parent or legal guardian

### STUDENT USE

Access to electronic resources is to enhance the curriculum and is granted for educational purposes only. It is a privilege, not a right. Use of electronic resources will be monitored for proper use and for achieving the academic objective. Teachers will make a reasonable effort to supervise the use of electronic resources at school.

#### A. Internet Access

Internet access consists of visiting predetermined sites or for educational research purposes. Research through the Internet is controlled by using the best possible technology to block as many inappropriate sites as possible. However, parents must understand that their child may encounter sexually explicit or other objectionable material. The student is responsible for not actively pursuing material that could be considered offensive. Parents/Guardians are encouraged to supervise the use of email by any minor children in their care.

#### B. Email Access

Email access may consist of individual student accounts for all 5-12 grade students. Parents should understand that email provides the ability to contact unknown people all over the world, outside of the direct supervision of LPS. The school system will take reasonable steps to filter student email for objectionable content. However, students may encounter sexually explicit or other objectionable material. The student is responsible for constructing and sending email containing appropriate language and pertaining to appropriate subjects and for immediately reporting any inappropriate email received from another person. Email accounts are the property of LPS. Parents/Guardians are encouraged to supervise the use of email by any minor children in their care.

#### C. Consent for Use

By signing the attached acknowledgement, you hereby accept and agree that your child's rights to use the electronic resource provided by LPS are subject to the terms and conditions set forth in LPS policy/procedure. Please also be advised that data stored in relation to such services is managed by LPS pursuant to LPS, Metro Nashville, State, and

Federal policy, You also understand that any e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by LPS, which provide features such as online storage, online communications and collaboration, and instant messaging. Use of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between the end-user and the service provider. Before your child can use online services, he/she must accept the service agreement and in certain cases, obtain your consent.

#### **D. Publication of Student Works**

Prior to the publication of any student work, video, or images, a Parent/Guardian Permission Form must be signed by both the student and parent/guardian. Signing this AUP constitutes permission to publish any student work hosted in the electronic mediums covered by this policy

#### **E. Technology Protection Measures and CIPA Compliance**

LPS recognizes an increase in 21st Century Skills is vital to the success of our students; schools are now increasingly using the powerful Web 2.0 tools available on the Internet.

Our school district currently uses a third-party filtering solution provided by ENA at the network level, in conjunction with a filtering and monitoring solution provided by GoGuardian which operates at the student Google Account/Chromebook level. We employ WPA2 passphrase-based Encryption/Authentication to secure wireless communications and control access to the network.

#### **F. Digital Storage**

Anytime/anywhere access to network electronic (digital) storage is provided by LPS in the form of Google Drive storage. This online storage is provided for school-related work, not personal photos, music, etc. All files stored in this online storage should be related to school work and are fully subject to the terms of the AUP.

#### **G. Care of Chromebook**

Students are responsible for the care of their chromebook and it is expected that all chromebooks will be returned to LPS in good working condition absent normal wear and tear. If a chromebook is returned with excessive wear and tear and or is lost / stolen the student may be held responsible for the cost of the chromebook minus depreciation

#### **F. Cyberbullying**

Cyberbullying is defined as the use of electronic information and communication technologies, including, but not limited to email, cell phone and pager voice, text, still photograph or video messages, instant messaging, defamatory personal web sites, social networking sites and online personal polling sites or journals, to support deliberate and harassing behavior that frightens, harms or embarrasses others and unreasonably impacts or disrupts the orderly operation of the school environment.

LEAD Public Schools will continue to adhere to the MNPS disciplinary guidelines outlined in the MNPS Student-Parent Handbook when responding to reported instances of cyberbullying. Additionally, LEAD follows mandated reporter guidelines. Therefore, if content turned over to school staff during investigations into reported cyberbullying

suggests that a student is unsafe or is being victimized in any way, all LPS employees will provide all necessary information to the authorities, be it the Department of Children's Services or the local police.

## MONITORING

LPS maintains the right to limit access to electronic resources by technical or human barriers. Network administrators may review files and communications, including without limitation email and Internet communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on local computers, LPS servers, or LPS-provided internet resources will be private. The content of certain files may additionally be subject to inspection by the public under open records laws.

## SANCTIONS

Violations of the LPS AUP may additionally result in disciplinary action at the building or the district/network level, including but not limited to employment termination or student expulsion, depending on the seriousness of the offense.

When applicable, law enforcement agencies may be involved.

## ACCEPTANCE OF TECHNOLOGY AUP

Please indicate your agreement to abide by and be bound by the terms of this LEAD Public Schools Technology Acceptable Use Policy:

I (clearly print student name) \_\_\_\_\_ have read and agree to abide by this policy.

Sign (student): \_\_\_\_\_ Date: \_\_\_\_\_

Print (guardian): \_\_\_\_\_

Sign (guardian): \_\_\_\_\_ Date: \_\_\_\_\_

This document will remain in force until terminated, in writing, by the student/guardian or rescinded/superseded by LPS. Termination of this agreement will result in immediate loss of select technology privileges.