ASA CLARK MIDDLE SCHOOL

1:1 STUDENT TECHNOLOGY GUIDE

PEWAUKEE PUBLIC SCHOOLS
INFORMATION TECHNOLOGY VISION STATEMENT

Pewaukee Public Schools, in partnership with the community,
will develop informed, literate, critical thinking learners through the
use of innovative and progressive technology and information learning tools.

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1:1 TECHNOLOGY STUDENT EXPECTATIONS

CARE OF EQUIPMENT

As a learner I will…

- Look after my Chromebook very carefully all of the time.
  - Chromebooks will never be left open while unattended
  - Chromebooks must be situated securely on the **working** surface
  - Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay)
  - Take care when the Chromebook is transported that it is as secure as possible. Chromebook MUST be carried in its protective case at all transportation times outside of the classroom.
  - Carry my Chromebook in the closed position with two hands in the classroom.
  - Carry my Chromebook home in my Chromebook case outside of my backpack.
  - Take care of Chromebook bag as well.
  - Do not remove any of the labels, decals, or emblems on the Chromebooks.
- Ensure that my Chromebook is charged every evening and ready for use the next day (i.e. plugging it into the cart for charging overnight).
- Chromebook should be in its case when stored in my locker and no items will be stacked on top of the Chromebook.
- Print only after teacher gives permission.
- Not decorate the Chromebook or carrying case (including stickers) and not allow it to be subject to graffiti.
- Not install or download additional software.

CARE OF EQUIPMENT

As a learner I will…

- Be on the task assigned by my teacher at all times. Chromebook will ONLY be used for educational purposes as directed by Pewaukee School District staff.
- Only use web tools such as blogs, podcasts, multi-user role-playing environments, games, and social networking authorized by my teacher.
- Agree that all written and posted material on-line is appropriate and non-defamatory.
- Not use the computer to bring harm to anyone else, including, but not limited to:
  - Harassment and/or bullying
  - Defamation of character
  - Physical or emotional harm
- Not type profanity or otherwise offensive language.
- Report to my teacher, school counselor, or administrator if I ever feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally view any offensive or pornographic content or being asked to meet someone I have met online without parental approval. I understand that my teacher is willing to help me and will not punish me as long as the rules are followed.
- Use the Internet to search only areas appropriate to the school curriculum.
- Only save material in my personal folders or to my Chromebook appropriate for educational use.
- Not plagiarize from the internet.
- Not share my passwords (my school network account, my email account, my social networking account, etc.) with anyone else except my parents, teachers, school counselors, or administrators.

TECHNOLOGY CODE OF CONDUCT

OFFENSE DESCRIPTION	Disciplinary Action 1st Offense	2nd Offense	3rd Offense
Level 1 **Internet violations:** ● Attempting to bypass filtering and/or security measures. ● Attempting to surf for inappropriate or non-academic items. ● Attempting to change filter settings. ● Accessing social media and networking that is non-academic. ● Playing games that do or do not bypass filtering. **Production and distribution of inappropriate material** **Privacy:** ● Attempting to hide computer activities. ● Attempting to hide, delete, or alter files or file types not belonging to the student. ● Revealing and/or sharing of account information. ● Attempting to access or use someone else's computer account information or profile **Use of inappropriate language**	*Minimum Action* Verbal Reprimand *Maximum Action* Detention	*Minimum Action* Detention *Maximum Action* Loss of computer or internet privilege	*Minimum Action* Detention *Maximum Action* Extended loss of computer/ internet privileges and/or suspension
Level 2 **Hardware:** ● Destruction of property ● Theft **Software:** ● Knowingly bringing in viruses. ● Attempting to load programs to subvert function or security. ● Improper use of computers to falsify documents or plagiarize ● Attempting to bypass security measures or access more privileged accounts. ● Attempting to alter or block the proper operation or performance of the network. ● Using school or other email inappropriately	For each offense in Level 2, the **minimum action** taken will be a detention and the **maximum action** taken will be suspension or expulsion based on the severity of the offense. Citations or legal charges may be issued.		

CHROMEBOOK DAMAGE AND REPAIR

ACMS Student Chromebook Insurance Policy, 2019-20: The Pewaukee School District is offering an optional insurance plan to cover the cost of repairs/damage to Chromebooks issued to students in grades 7 – 8. Families who purchase this insurance will have the device repaired/replaced at no additional cost should damage occur to the Chromebook during the student's use. This insurance covers **accidental** damage up to $200.00, but does NOT include intentional damage.

Middle School Students must use the school-issued carrying case to carry the Chromebook. Should the student choose to use a personal case to carry the Chromebook, the insurance is null and void.

Types of damage may include but *are not limited* to the following:		
Equipment Defects	Beyond Normal "Wear & Tear"	Intentional
● SSD failure ● System board failure ● Keyboard failures *Failures of this nature are usually covered under the manufacturer's warranty. Should it be determined that the cause of these issues are due to dropping or other abuse, the manufacturer may not cover the repair.	● Liquid ● Smoke ● Fire damage ● Cracked screen ● Lost/damaged power adapter *Damaged considered to be beyond normal "wear and tear" are covered up to $200.00.	● Graffiti of any kind ● Internal damage caused by chassis intrusion ● Throwing, dropping ● Slamming the screen/lid *Intentional damages are not covered.

The cost of the insurance is *$15.00* per year. Families that elect to purchase this insurance must do so by *Thursday, August 29th, 2019*.

Electronic payments using a credit card may be made online during Step 10 of the Online Registration Process or by going to *http://pewaukee.revtrak.net*. Click on the link to Family Access and log in using your Skyward Family Access Portal Login ID. For each child you would like to purchase Chromebook insurance for, use the left menu to navigate to the child's name. Add the Chromebook insurance to your cart. When you have added the insurance to your cart, you are ready to check out. Upon completion, your receipt will be available.

Parents may also remit payment (check or cash) and a Chromebook insurance form to the school office.

NOTE: If you purchased this insurance during online registration you do not need to complete and submit the Chromebook insurance form. If you did **NOT** purchase this insurance during online registration and wish to do so, please follow the directions above and submit the bottom portion of this form to your school office. Families wanting to purchase insurance after the August 29th deadline need to contact the school office for details on that process.

Families who do not opt to purchase this insurance will be charged for any/all damage to Chromebook:

Item:	Cost:
Chromebook	$200.00
2-piece power supply	$35.00
LCD Display (screen)	$60.00
Plastics (each - can use multiple pieces for repairs)	$10.00
Keyboard assembly	$60.00
Motherboard / system board	$85.00

Questions should be directed to the District Information Technology Office at 262-695-5071.

STAKEHOLDERS' ROLES, RESPONSIBILITIES, AND GUIDELINES

We understand that using Information Technology is an essential 21st Century skill as well as a privilege. To protect student privacy and ensure safety, the following guidelines are to be followed:

District Responsibility
- Model appropriate use of technology.
- Keep up on current law in order to protect all students.
- Understand the Acceptable Use Policy (AUP) and enforce the terms.
- Maintain functionality of hardware, software, and networking to support student learning.
- Monitor student and staff use.

Teacher Responsibility
- Model appropriate use of technology.
- Understand the Acceptable Use Policy (AUP) and enforce the terms.
- Ensure suggested sites are age-appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites.
- Be aware of and adhere to the federal Children's Online Privacy Protection Act laws and District Policies (6500.11- Use of District Website).

Student Responsibility
- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. Pewaukee High School or Pewaukee)
- Students will use group pictures of students and/or individual pictures which do not identify individuals by name.
- Students will agree to use social media and content creation sites responsibly.
- Protect the Chromebooks from damage and theft per the *Student 1:1 Chromebook Expectations*. Required precautions include the use of the protective sleeve when transporting the Chromebook to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personal immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities. (District Policy No. 3400.09)
- Understand the Acceptable Use Policy (AUP)

Parent/Guardian Responsibility
- Monitor student Internet and social media website use at home
- Contact teacher who has assigned the project if any questions or concerns arise.
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the Chromebook, protective sleeve and/or AC power adaptor. Replacement cost for a Chromebook would be approximately $200.00.

General Tips for Parents for Internet Safety:
- Talk with your child about online behavior, safety, and security early on and continually.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. Keep the computer or Chromebook in a family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

(Summarized from School Board Policies #6500.10, #6500.11, #6500.09, #3400.11)

Rules and Appropriate Usage

The Pewaukee Public Schools encourages the use of computers and the network, including the Internet, as a tool for research and education. Chromebooks, computers, mobile devices, and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the **property of Pewaukee Public Schools (PPS).** The issue of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Improper use of District technology may result in fines, loss of network/Internet privileges, detention, suspension, or expulsion. Before issued a Chromebook for use at school and/or home, students must sign this Acceptable Use Policy and the 1:1 Chromebook Student Expectations form. Parents and guardians must accept the understanding of these policies (#6500.10, 6500.11, 6500.09, 3400.11, Student Chromebook Expectations, Technology Code of Conduct, and Stakeholders' Roles and Responsibilities) during the PSD on-line registration process. Parents/guardians must also pay a $12.50 Technology Consumables fee for the use of the Chromebook battery and case. All student forms, parent/guardian forms, and receipt of the Technology Consumable fee must be on record in the school prior to the student receiving a Chromebook for school and/or home use.

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

USE OF EQUIPMENT: Hardware and software

- Students must have a permission slip signed by a parent/guardian on file with the District to use the Chromebooks and to use the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Pewaukee Public Schools.
- Students may not load applications onto district computers or copy applications from the school computers.
- Students may not destroy, deface, or alter computer equipment or files not belonging to the student.
- Students may not hide files or activity on the computer.

THE NETWORK

- Students may not change, alter, bypass, or attempt to bypass any computer security measures including filtered Internet sites.
- The use of Web tools is considered extensions of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web tools. This includes but is not limited to profanity, racist, sexist, or discriminatory remarks.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent of a teacher or person monitoring the Internet use.
- All illegal activities are strictly forbidden including accessing or distributing obscene, abusive, sexually explicit, or threatening language or materials. Engaging in activities that are pornographic or drug

related will result in automatic termination of your network/Internet privileges. Suspension or expulsion may result from inappropriate use.

- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such. (Board of Education Policy #3400.11)
- Intentionally preventing or attempting to prevent the disclosure of your identity when sending a message to a person is prohibited
- Possession of malicious software items such as viruses, Trojan software, spyware while at school, on the District network, or transferring to the District network will be considered a violation.
- The District reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or inappropriate use of technology is occurring.

PRIVACY

- Personally identifiable information should not be shared on the network. Do not reveal your name, address, phone number, email address, etc., or personal information of your friends to anyone (Board of Education Policy #6500.11 & #6500.09).
- It is a violation to share a password with anyone else or to access any account belonging to other students, faculty, or staff.
- You may not use an account other than your own nor misrepresent your identity.

APPROPRIATE LANGUAGE

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

MANAGEMENT

- Pewaukee Public Schools reserves the right to monitor all District technology use. Such an inspection may be conducted by school authorities when they deem necessary, without notice, without user consent, and without a search warrant. (Board of Education Policy #6500.10)
- The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate. (Board of Education Policy #6500.09)

MOBILE TECHNOLOGY

The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. Mobile technology devices may include Chromebook computers, portable digital assistants (PDA), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. Limited use of personal devices is permitted under the following terms:

• Students **may** use personal devices during non-instructional times and locations as approved and designated by the building administrators.
- ❏ This will include all school settings where direct teacher supervision is taking place. (Classrooms, hallways before and after school, hallways during passing periods, and the lunchroom)

• Students **may not** use personal devices during instructional time unless approved by the building administrator or classroom teacher.

ASA CLARK MIDDLE SCHOOL STUDENT MOBILE TECHNOLOGY PROCEDURES

Asa Clark Middle School's mobile technology procedures are in accordance with the Pewaukee School District's Technology Acceptable Use Policy - Mobile Technology (6500.10).

MOBILE TECHNOLOGY-TECHNOLOGY ACCEPTABLE USE POLICY (AUP) 6500.10
- Mobile technology devices may include Chromebook computers, tablets, smart phones, cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried or worn on a person.
- Students **may** use personal devices during non-instructional times and locations as approved and designated by the building administrators.
- Students **may not** use personal devices during instructional time unless approved by the building administrator or classroom teacher.
- The District is not liable for the loss, damage, or misuse of any personal mobile technology device while on District property or while attending school-sponsored activities. The District also reserves the right to examine any device at any time to ensure compliance with policies.

BUILDING PROCEDURES:
During the course of the school day (7:30am - 2:45pm), students will be expected to secure their non-school issued mobile technology devices, such as student cell phones, in their assigned locker. Students will be permitted to access their cell phones before the start of the school day, during their assigned lunch period, and at the end of the school day.

- Traditional uses of student cell phones, such as listening to music during independent, academic learning time and taking digital pictures for projects, will continue to be encouraged <u>using school issued electronic devices</u> and be based on teacher discretion.
- Students' use of cell phones is strictly prohibited during class periods, passing time and restroom use during the school day (7:30am - 2:45pm).
- Students needing to make phone calls during the school day for emergency purposes may request permission to call using the school office phone or the use of their personal cell phone in the office.
- Parents/guardians are strongly encouraged to call the school office if an urgent message needs to be communicated to their students.

There may be special circumstances whereby student cell phones are needed for specific academic purposes. Any exceptions to this change in practice must receive advanced approval from school administration.

RATIONALE:
- *minimizes disruptions and better supports student learning.*
- *fosters appropriate interpersonal relationships.*
- *fosters a kind, safe and respectful school climate.*

BEHAVIORAL INTERVENTIONS:
- <u>**First Offense**</u>:
  - Student is reminded of the policy and asked to put personal device away.
- <u>**Second Offense**</u>:
  - The staff member should confiscate student cell phones and at the first opportunity the cell phone should be brought to the office.
  - The student cell phone will remain in the office for the remainder of the day and returned to the student at the end of the school day.
  - Parent/Guardian will be contacted by the office.
- <u>**Third Incident**</u>:
  - The staff member should confiscate student cell phones and at the first opportunity the cell phone should be brought to the office.
  - Parent/Guardian will be contacted by the office and informed that their student has lost the privilege of being able to possess a cell phone in the school building during school hours.
- <u>**Subsequent Incidents**</u>:
  - The staff member should confiscate student cell phones and at the first opportunity the cell phone should be brought to the office.
  - The cell phone is only returned to the parent/guardian and a parent/guardian meeting is requested by a school administrator.
  - Repeated refusal rules may result in further loss of privileges and/or additional disciplinary action in accordance with school board policy PSD BOE Policy #5300.12.

STUDENT USERNAMES AND PASSWORDS REFERENCE SHEET

Please be sure that this sheet stays in a secure location

Student passwords (network and Google) are *not* being reset at the start of the school year. This means that *most* students will need to login to their District Chromebook or Chromebook using their passwords from the previous school year. **Should students remember their passwords, they may login to their device as usual.** Should they not remember their current password, directions are below for accessing the password self-change portal. NOTE: Directions may vary from school to school and/or grade, so please read carefully.

Chromebook Login and Password Change Directions

Directions for RETURNING PSD Students - ACMS

Grade 7 (passwords remain from the previous school year)
- Returning students who have forgotten their password **MUST** select **Guest** in the bottom left of the screen when logging into the Chromebook for the first time ONLY. **They should NOT use the Guest login after resetting their password upon initial login.**

Open the Chrome browser go to: http://sspr.pewaukee.k12.wi.us

Follow directions on next page to change password.

Grade 8 (passwords remain from 17-18 school year)
- Returning students who have forgotten their password **MUST** select **Guest** in the bottom left of screen when logging into the Chromebook for the first time ONLY. **They should NOT use the Guest login after resetting their password on initial login!**.

Open the Chrome browser go to: http://sspr.pewaukee.k12.wi.us

Follow directions on next page to change password.

NOTE: These directions are for login and password changes at the *start of the year*. Students using Chromebooks are not able to reset their own passwords after the first 2 weeks of school, at which time the Guest icon/login will be removed from student Chromebooks.

Students will need to go to the library to use a PC to change their password or access the Password Self-change portal from another location (PC in lab, home PC,etc.)

Instructions for Password Self-change ONLY

1. Click **Forgotten Password**.

2. Enter your username (first 4 of last name, first 3 of first name, last 2 of grad year).


3. Answer the security questions you set last year. Click **Check Answers**.

4. Enter your new password which must be at least **12 characters** long. Reenter the password to confirm.

Above the password fields you will see informational messages telling you about any issues with your password. Please correct those and try again. (You can not use your name or login name as part of your password. For these it may report they are too obvious.)

Click **Change Password**.

5. When your password has been successfully changed, click **Continue** and close the browser window.
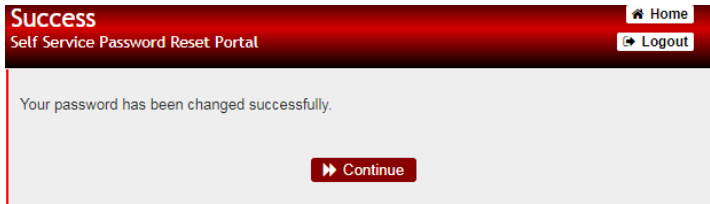
6. **Close the browser and logout as Guest. Log back into the Chromebook using your username and new password.**

Directions for Students NEW to PSD - ACMS

Grade 7
- **Students new** to PSD enter username (first 4 of last name, first 3 of first name, last 2 of grad year) and password (first initial, last initial, Skyward Other ID) on Chromebook login screen.

Once logged into the device, open the Chrome browser go to: http://sspr.pewaukee.k12.wi.us

Follow directions on page 2 to set security questions and change password.

Grade 8
- **Students new** to PSD enter username (first 4 of last name, first 3 of first name, last 2 of grad year) and password (first initial, last initial, Skyward Other ID) on Chromebook login screen.

Once logged into the device, open the Chrome browser go to: http://sspr.pewaukee.k12.wi.us

Follow directions on page 2 to set security questions and change password.

NOTE: These directions are for login and password changes at the *start of the year*. Students using Chromebooks are not able to reset their own passwords after the first 2 weeks of school, at which time the Guest icon/login will be removed from student Chromebooks.

Students will need to go to the library to use a PC to change their password or access the Password Self-change portal from another location (PC in lab, home PC,etc.)

CHECKING GRADES IN SKYWARD
Access: From Skyward button on Chromebook splash page

GENERAL MAINTENANCE OF CHROMEBOOKS AND TROUBLESHOOTING

Turning On / Off:

When turning on…

- Open the screen and press the "Power" button
- Wait for the computer to boot up, then log in using your username and password

When turning off…

- **Allow Chromebook to completely shut down before closing the screen!** *(Otherwise Chromebook will go into sleep mode and continue to use battery rather than shut down)*

Storage When Not In Use:

Within a classroom…

- Shut down and store in carrying case
- If classroom teacher has a power source available and your power is low, plug it in!

Before lunch…

- Store in locker in carrying case
- **REMEMBER: Nothing is to be stacked on top!!**

End of the day…

- Take Chromebook home & charge the battery
- If you do not want to take it home that night, take the Chromebook to the library to be plugged in to charge the battery
- Chromebooks should be transported home in the Chromebook carrying case outside of a backpack.

Troubleshooting Tech Issues
Teacher:
- Give student a pass to the library *when convenient* to report the issue
- Upon student return, instruct student to hand write planned activity and/or work on an alternate activity if appropriate based on teacher expectations and class procedures

Student:
- Report the issue to your teacher
- Ask teacher for a pass to the library
- Go to the library and report the issue
- Return to class and follow teacher directive for alternate activity as needed. When possible another computer may be available for use, however, if a computer is not available activities may need to be completed by hand or converted to an electronic version on the student's time at a later date.

*All Chromebooks that are dropped off in the library will be returned to the student by a library volunteer or the student will be notified that their Chromebook is ready to be picked up. Students do not need to continue checking with the library or office on the status of their computer. Chromebooks will be repaired and returned within 36 hours or the student will receive a loaner if one is available.

HOW TO SET UP WIRELESS CONNECTIONS AWAY FROM SCHOOL

1. Log on using the Computer Only Logon option (below Password box).

2. In the bottom right corner of the screen there is an icon with bars. Left click on this

3. Select the wireless network you wish to connect to.

4. Click on network name ("22" in this example) and then the Connect button.

5. Enter the appropriate Security Key for your home network.

HOW TO CHECK THE STATUS OF YOUR WIRELESS CONNECTION

1. In the bottom right of the screen in the system tray look for the wireless icon.

2. Move the mouse cursor over the bars; it should show you what wireless network it is currently connected to.

3. If there is a gold spot on the icon this means it is not connected to a wireless network.

4. If there is no wireless bar icon but there is a network connection icon, it is not connected to wireless.

PRINTING

- Follow these directions for printing at school.
- Indicate number of copies. Please be environmentally friendly and print ONLY the exact number of copies needed.

CHROMEBOOK SPLASH PAGE

Your splash page launches each time you log into your Chromebook after it has been restarted. This page contains quick links to sites that you will access often. You may also wish to bookmark this page to access it if you have closed the splash page window or if you are working from another computer.
Here is the link: https://sites.google.com/pewaukeeschools.org/acms-students/home
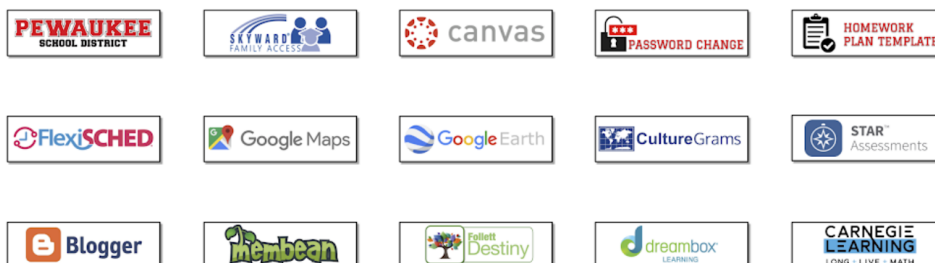
G SUITE FOR EDUCATION

G Suite is a free, web-based office suite, and data storage service offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.

GOOGLE DRIVE: **ACCESS YOUR DOCUMENTS**
You can access your Google documents from any computer, anywhere in the world.

To view a list of documents you own or have access to, or to create a document:

- Visit Google Drive at **https://drive.google.com**

- Or visit from another Google Apps product by clicking on the "waffle" icon at the top right

In Google Drive you'll see all of the Google documents you have access to, including Docs, Sheets, Slides, Forms, Drawings, and other Google document apps. You might also see other types of files.

GOOGLE DRIVE: **CREATE NEW DOCUMENTS, SPREADSHEETS, SLIDES, ETC.**
From Google Drive, click **+ New** button and then select the type of document that you want to create
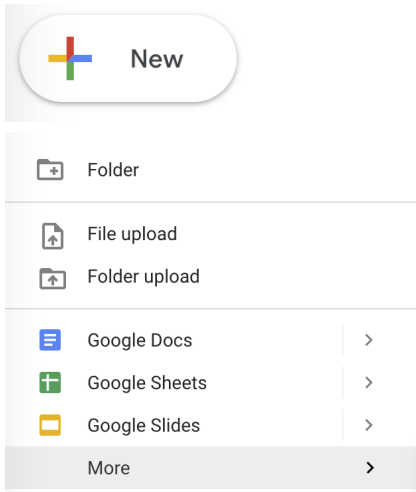
RENAME DOCUMENTS: Click *Untitled document* or current document title to name your doc
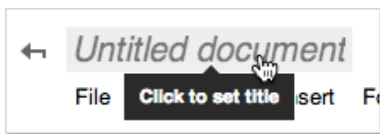
SHARE DOCUMENTS: Click the **Share** button at the top right of the page to open this dialog:
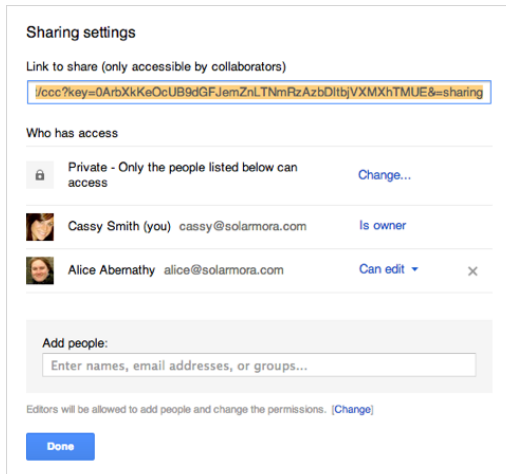

SET VISIBILITY: One way to share your document is to choose who can find and view it. Click the **Change** link and then choose your visibility settings:
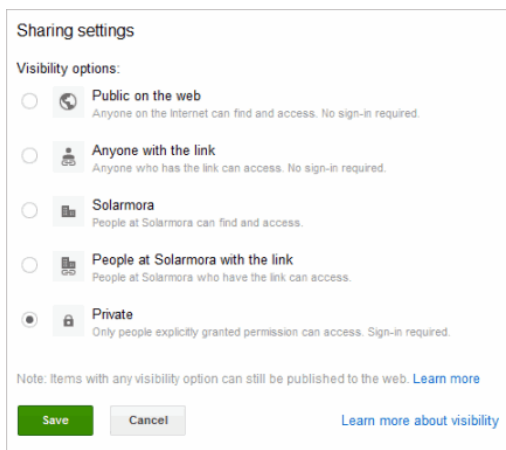
INVITE INDIVIDUALS TO VIEW OR EDIT
You can also share your document with specific people and determine their level of access. At the bottom of the Sharing Settings dialog, add people you want to share with and choose their permission level:
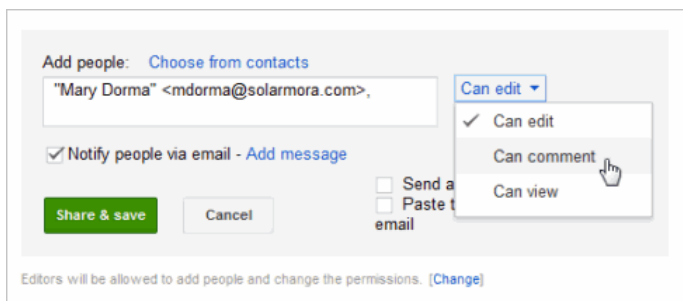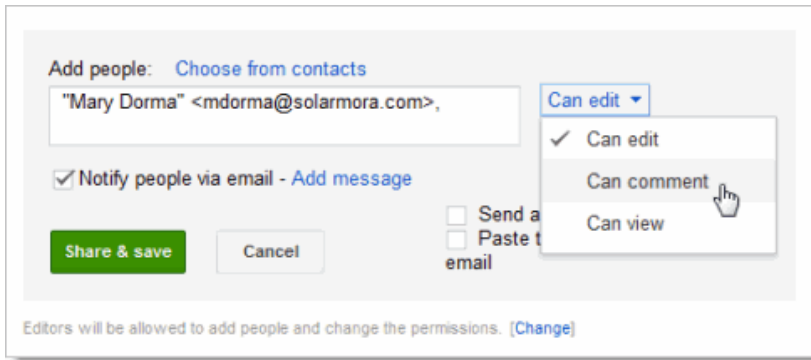

Can edit: Collaborators can add and edit content in your document, or add comments.
Can comment: Collaborators can add comments, but they can't edit the content.
Can view: People can view your document, but they can't edit it or add comments.

162955008. Do you want to send people you added an email containing a link to the document? If so, check **Notify people via email** to send a standard notification. Click **Add message** if you want to add your own note.

Click **Share & save**.

Can edit: Collaborators can add and edit content in your document, or add comments.
**Can comment:** Collaborators can add comments, but they can't edit the content.
Can view: People can view your document, but they can't edit it or add comments.

Do you want to send people you added an email containing a link to the document? If so, check **Notify people via email** to send a standard notification. Click **Add message** if you want to add your own note. Click **Share & save**.

GOOGLE CALENDAR

ACCESS YOUR CALENDAR

You can access your Google Calendar from any computer, anywhere in the world. To view a list of documents you own or have access to, or to create a document:

- Visit Google Calendar at **https://calendar.google.com**

- Or visit from another Google Apps product by clicking on the "waffle" icon at the top right ⠿

YOUR CALENDAR VIEW
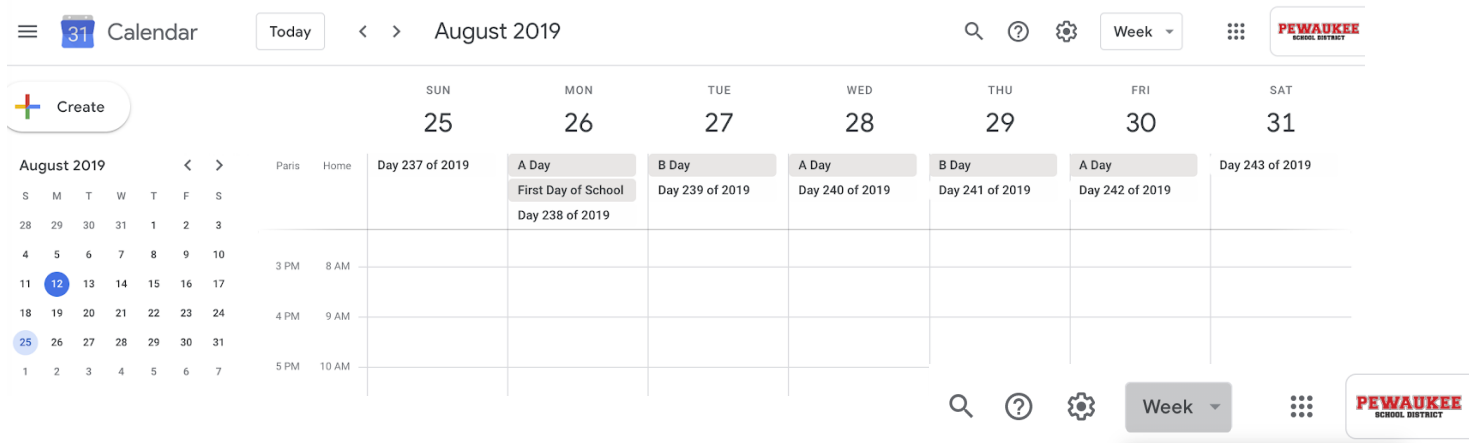
To change your calendar view, click the tabs in the upper-right corner of the view.

SCHEDULE YOUR MEETING

You can schedule a meeting by clicking the **Create** button or by clicking anywhere on your calendar.

Option 1: In the upper-left of your calendar, click **Create** to open the event details page.

Enter details, such as recurrence, guests, an agenda, and a reminder. Click **Save**.

Option 2: Or, click a spot on your calendar to create a 1-hour event. Click and drag to create an event of more than 1 hour. Then type the event title in the box.

Click **Create Event** to immediately publish the event, or click **Edit event** to add more details to the event. Enter details, such as recurrence, guests, an agenda, and a reminder. Click **Save**.

ONLINE ETIQUETTE

Policy: All messages sent or received via the District email system are the property of the District and may be reviewed, accessed, and disclosed as deemed necessary by the District. Transmitting spam messages, chain letters, or inappropriate email may be considered a violation of District policies and procedures and may result in disciplinary action. (Policy reviewed 2/23/09)

Email Structure

- Addressing the recipient and having a proper closing
- Be specific in the subject line regarding the nature of the email. Do not leave the subject line blank.
- Write in complete sentences, but also be concise - no text lingo
- emails should never contain vulgar or inappropriate language
- Be mindful of the tone of voice in the email. Written language can easily be misinterpreted.
- DO NOT TYPE IN ALL CAPS

Reminders

- Spam messages or chain letters should not be sent or forwarded
- emails are not private. If a comment is inappropriate to say, it is inappropriate to write in an email.
- **Do not "Reply All" unless it is appropriate for a group project or class assignment. Replying to an inappropriate message using school email may result in disciplinary action.**
- If you receive an inappropriate or harassing email, report it to a teacher, counselor, or administrator. Do **not** reply to an inappropriate or harassing email.
- Reply to emails in a timely fashion. Your classmates or teachers may be depending on your response to complete their work.
- School email is **not** to be used for personal communication or social networking
- Any emails sent can be retrieved even after deleted and are the property of the Pewaukee School District
- Do not share your passwords
- Make sure you always log out after finished

CANVAS ACCESS AND OVERVIEW FOR STUDENTS

How do I sign up for a Canvas account as a student?

Students in PSD already have accounts and should *not* create their own Canvas account. To access your Pewaukee School District Canvas account:

- Login to your Chromebook and open the Chrome browser.
- Click on the Canvas button on your Splash Page or go to pewaukee.instructure.com. You should be redirected to Canvas and be automatically logged in (if you are logged into the Chrome browser).

How do I navigate in Canvas?

There are 3 main areas in Canvas: 1) Dashboard, 2) Global Navigation, and 3) Sidebar
Please watch this brief video for more information on each component.
https://community.canvaslms.com/videos/1124-canvas-overview-students

How do I access my courses in Canvas?

The Dashboard is your landing page in Canvas and helps you see what is happening in all of your current courses.

The Dashboard [1] displays the course cards for all your courses. Dashboard also includes a Sidebar [2], which contains the To Do list, upcoming events, and access grades.
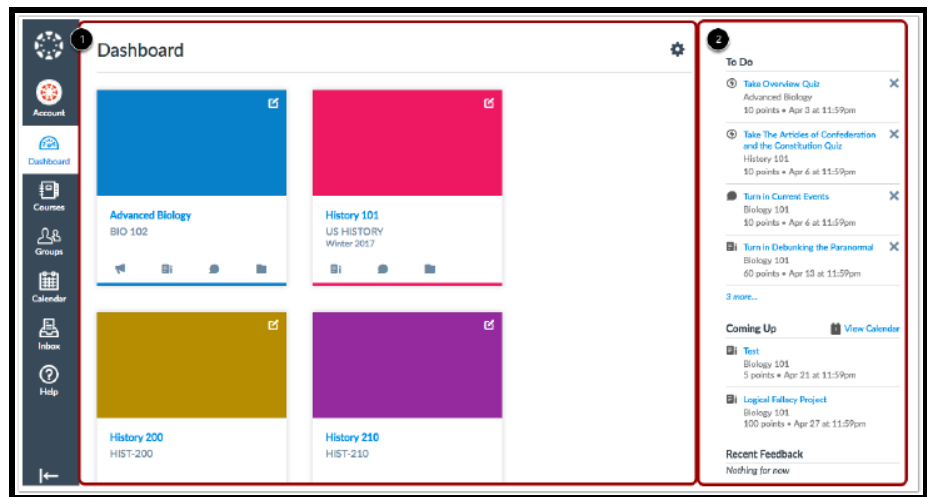
The To Do

Dashboard courses are ordered alphabetically and can display course activity (Announcements, Assignments, Discussions, Files)

How do I customize my Dashboard?

When you are enrolled in more than one Canvas course you can customize the active courses you want to show on your Dashboard. In Global Navigation, click Courses/All Courses.

Click the star next to a course [1]. Courses with filled stars show the course is a favorite [2]."Favorite" courses will appear on your Dashboard.

How can I keep track of upcoming events and assignments in a Canvas course?

The Dashboard Sidebar contains the To Do list and other sections that help you know what assignments and events are coming up in **all** of your courses. When *inside* a course, the Sidebar only includes items for that specific course.

Additional information on assignments can be found here:
https://community.canvaslms.com/videos/1122-assignments-overview-students

How do I use the Calendar in Canvas?

The Calendar is a great way to view everything you have to do for all your courses in one place. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1].

The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in Month view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.
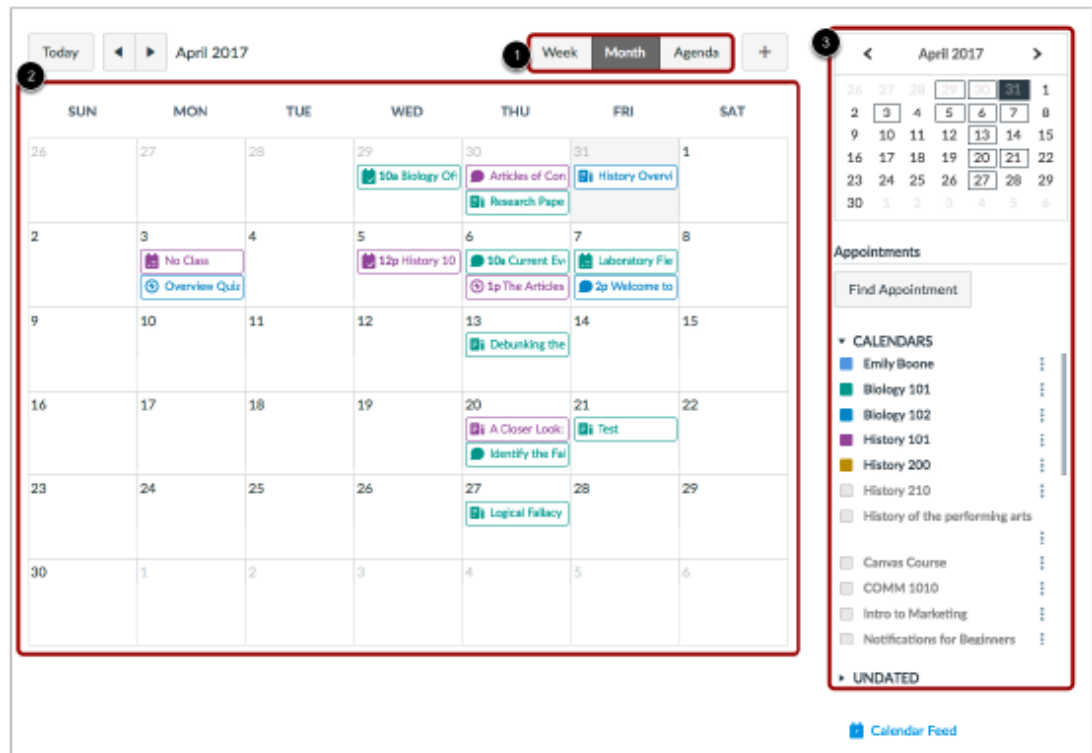
Each personal and course calendar is identified by a separate color that populates the calendar view. Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion, Assignment, Quiz, or Events. Each item on the calendar is color-coded to match the courses or calendars in the sidebar. To view full details for an assignment or event, hover over the item.

For additional information about the Calendar, please view this video:
https://community.canvaslms.com/videos/1123-calendar-students

How do I submit assignments in Canvas?

Please watch this brief video for information on submitting assignments in Canvas:
https://community.canvaslms.com/videos/1121-assignments-submissions-students

How do I set notifications in Canvas?

To set your notifications click on *Account* in Global Settings and select *Notifications*.

Canvas Notifications:

Notification settings apply to all of your courses; you cannot change settings for individual courses.

Student preferences should be set as follows so that you receive the most immediate notifications related to your courses. If you set other notification preferences , please know you may miss an announcement or due date.

Notification Preferences			
✓ Notify me right away	🕓 Send daily summary	▦ Send weekly summary	✗ Do not send me anything

Course Activities — Email Address

Course Activities	Email Address
Due Date	✓ 🕓 ▦ ✗ (Notify right away)
Grading Policies	✓ 🕓 ▦ ✗ (Do not send)
Course Content	✓ 🕓 ▦ ✗ (Notify right away)
Files	✓ 🕓 ▦ ✗ (Notify right away)
Announcement	✓ 🕓 ▦ ✗ (Notify right away)
Announcement Created By You	✓ 🕓 ▦ ✗ (Do not send)
Grading	✓ 🕓 ▦ ✗ (Notify right away)
Invitation	✓ 🕓 ▦ ✗ (Notify right away)
Submission Comment	✓ 🕓 ▦ ✗ (Notify right away)
Blueprint Sync	✓ 🕓 ▦ ✗ (Do not send)

Discussions

Discussions	Email Address
Discussion	✓ 🕓 ▦ ✗ (Notify right away)
Discussion Post	✓ 🕓 ▦ ✗ (Notify right away)

Conversations

Conversations	Email Address
Added To Conversation	✓ 🕓 ▦ ✗ (Do not send)
Conversation Message	✓ 🕓 ▦ ✗ (Do not send)
Conversations Created By Me	✓ 🕓 ▦ ✗ (Do not send)

Scheduling

Scheduling	Email Address
Student Appointment Signups	✓ 🕓 ▦ ✗ (Notify right away)
Appointment Signups	✓ 🕓 ▦ ✗ (Notify right away)
Appointment Cancellations	✓ 🕓 ▦ ✗ (Notify right away)
Appointment Availability	✓ 🕓 ▦ ✗ (Notify right away)
Calendar	✓ 🕓 ▦ ✗ (Notify right away)

Groups

Groups	Email Address
Membership Update	✓ 🕓 ▦ ✗ (Do not send)

Alerts

Alerts	Email Address
Administrative Notifications	✓ 🕓 ▦ ✗ (Notify right away)

Conferences

Conferences	Email Address
Recording Ready	✓ 🕓 ▦ ✗ (Do not send)

Your weekly notifications will be sent Saturday between 4am and 6am.

WEB RESOURCES: Go to the Tech Toolbox for resources