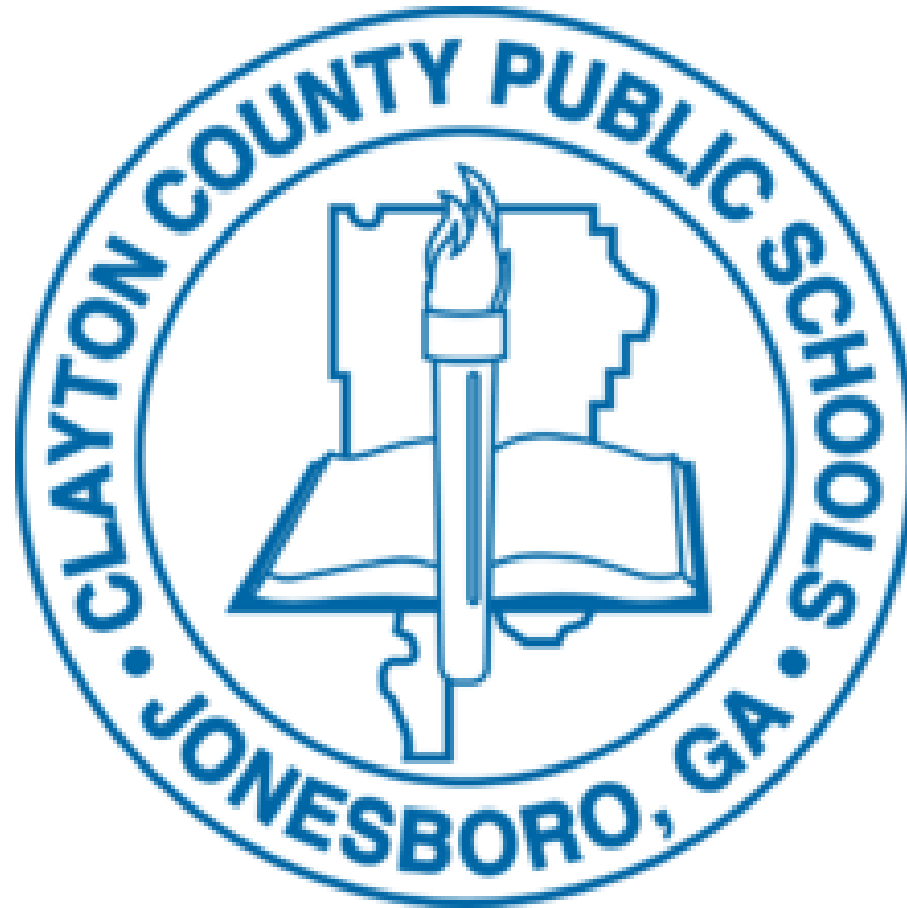


Department of Technology | Instructional Technology

*Committed to High Performance and Supporting Stakeholders to Extend Learning Beyond
the Classroom*



CCPS Expectations for Utilization of Digital Resources

The purpose of this document is to communicate clear expectations for utilizing CCPS digital applications to support instruction. The following describes what **students must complete whether in a face-to-face/traditional learning setting OR an online instructional environment**. All elements must be strictly adhered to in order to have a cohesive teaching/learning experience across all district schools. In order to have the greatest probability of success, **parents are strongly encouraged** to complete the critical elements listed as well.

Element 1: Preparation and Planning to Ensure Success (July-August)



ALL critical preparation elements listed must be completed in order to ensure the greatest possibility of success with Extending Learning Beyond the Classroom. This includes device deployment, face-to-face teaching and learning, as well as an online learning environment.

Student Responsibilities

- All students must ensure they can login to the CCPS Portal, prior to August 10, 2020.
- ALL CCPS students must have claimed their account in the CCPS Portal.
- Students must take ownership of their account and remember their credentials.
- Students must know how to reset their own password. Click [HERE \(Spanish / Vietnamese\)](#) to access the “What Happens When I Forget My Password” video.
- Students MUST access all CCPS supported digital applications through the CCPS Portal (my.clayton.k12.ga.us).
- Students will contact their teacher to submit a ticket on their behalf if they are unable to access their CCPS Portal. Teachers submit a ticket to have a student’s account reset. An account reset will require a student to complete the claim process again. Please click [HERE \(Spanish / Vietnamese\)](#) to access the “Claiming Your Account in the CCPS Portal 2020-21” video.
- ALL students will read the 2020-2021 CCPS Student/Parent Handbook, adhering to all Acceptable Use and BOE policies [LINK](#).

Parent Support

- Parents should ensure their child(ren) are able to login to the CCPS Portal, prior to August 10, 2020. Click [HERE](#) for login instructions and troubleshooting tips.
- Parents are strongly encouraged to log into their child(ren)’s accounts often. Click [HERE \(Spanish / Vietnamese\)](#) to access the “How Do I Login and Prevent Future Login Issues” video.
- Parents will contact their child(ren)’s teacher if they are unable to access a student account. Teachers submit a ticket to have a student’s account reset. An account reset will require a student to complete the claim process again. Please click [HERE \(Spanish / Vietnamese\)](#) to access the “Claiming Your Account in the CCPS Portal 2020-21” video.
- Parents are strongly encouraged to read the 2020-2021 CCPS Student/Parent Handbook, and ensure their child(ren) are adhering to all Acceptable Use and BOE policies. [LINK](#)

NOTE: Students new to CCPS will not be able to claim their CCPS account for 24 hours after they are entered into Infinite Campus.

Element 2: Google Classroom



CCPS teachers are trained to use Google Classroom(s) for each of their classes. Google Classroom is the CCPS platform for providing instruction and instructional materials. Google Classroom is the CCPS platform for communicating with students, providing recorded lessons, instructional videos, and other instructional materials.

<i>Student Responsibilities</i>	<i>Parent Support</i>
<ul style="list-style-type: none"> ● ALL students must join their teachers' Google Classrooms. ● ALL students are responsible for monitoring their Google Classrooms for announcements, questions, assignments, quizzes, and materials posted by their teachers(s). ● ALL students will submit assignments, answer questions, and respond to announcements via Google Classroom, as requested by teachers. ● ALL students will use appropriate, academic language when posting to Google Classroom. ● ALL students will adhere to the Acceptable Use and BOE policies as documented in the 2020-2021 CCPS Student/Parent Handbook. LINK 	<ul style="list-style-type: none"> ● Parents should download the Google Classroom app and log into the app with their child(ren)'s credentials. Parents can opt for notifications via the app to stay informed. ● Parents are strongly encouraged to monitor their child(ren)'s Google Classroom(s) to stay informed of class assignments. ● Parents will ensure their child(ren) is adhering to the Acceptable Use and BOE policies as documented in the 2020-2021 CCPS Student/Parent Handbook. LINK

Element 3: Digital Citizenship



Students will participate in the Digital Citizenship lessons provided by their teacher(s).

<i>Student Responsibilities</i>	<i>Parent Support</i>
<ul style="list-style-type: none"> ● ALL students will participate in the appropriate Digital Citizenship Module and complete assessment at the end of the module, as directed by teacher(s). ● ALL students will participate in digital citizenship activities as assigned by their teacher(s). ● ALL students will adhere to the Acceptable Use and BOE policies as documented in the 2020-2021 CCPS Student/Parent Handbook, regarding Digital Citizenship. LINK 	<ul style="list-style-type: none"> ● Parents are strongly encouraged to complete the appropriate Digital Citizenship Module with their child(ren) and have dialog about the content. ● Parents will ensure their child(ren) is adhering to the Acceptable Use and BOE policies as documented in the 2020-2021 CCPS Student/Parent Handbook, regarding Digital Citizenship. LINK

Element 4: Chromebook Deployment (**ESTIMATED** Late September)



Chromebooks will be issued to all CCPS students in 3rd-12th grades. Deployment schedules will be provided to each school. ALL of the following **must** be completed prior to a school's deployment. Chromebook carts will be available to K-2nd grade classrooms. ALL CCPS students, regardless of grade level, must complete all items listed. In the event of an extended closure, ALL students must comply with expectations.

Student Responsibilities

- View the [Extended Learning Beyond the Classroom Parent and Student Video](#) and comply with ALL requirements addressed in video.
- Review the [CCPS ELBC Site](#).
- Read the [ELBC Informational Flyer \(French, Spanish, & Vietnamese\)](#) and comply with ALL requirements documented.
- Read and sign the [ELBC Agreement Form \(French, Spanish, & Vietnamese\)](#). A Chromebook cannot be issued without this signed agreement form. K-2 students/parents will also sign this form.
- In the event of an extended closure, all K-2 students will be accountable for the same expectations.
- ALL students will adhere to the Acceptable Use and BOE policies as documented in the 2020-2021 CCPS Student/Parent Handbook. [LINK](#)

Parent Support

- View the [Extended Learning Beyond the Classroom Parent and Student Video](#) and ensure students comply with all requirements addressed in video.
- Review the [CCPS ELBC Site](#).
- Read the [ELBC Informational Flyer \(French, Spanish, & Vietnamese\)](#) and comply with ALL requirements documented.
- Read and sign the [ELBC Agreement Form \(French, Spanish, & Vietnamese\)](#). A Chromebook cannot be issued without this signed agreement form. K-2 students/parents will also sign this form.
- In the event of an extended closure, all K-12 students will be accountable for the same expectations.
- Parents will ensure their child(ren) is adhering to the Acceptable Use and BOE policies as documented in the 2020-2021 CCPS Student/Parent Handbook. [LINK](#)

Element 5: Additional Google Apps



CCPS teachers are trained on the various applications in the G Suite platform. Below is a description of the various apps and how they are used to support instruction.

1. **Digital Portfolios Using Google Sites** - Google Sites is the application all CCPS students will use to create digital portfolios. Sites is integrated with all other Google applications. Sites allows students to demonstrate/publish their learning, reflect on their progress, and

serves as storage for learning artifacts.

2. ***Classroom, Docs, and Slides for Lessons*** - These Google applications play a critical role in supporting instruction, both in a face-to-face AND online environment. Google apps provide opportunities for creation, collaboration, and an intelligent workflow to the classroom.
3. ***Measure, Understand, and Share Student Data: Google Forms*** - Google Forms is an additional tool available to all teachers and students, for the purpose of collecting formative assessment data, exit tickets, survey data, quizzes, a foundation for learning quests, and various other classroom applications.
4. ***Analyze/Transfer Student Data: Forms and Sheets*** - These Google tools enable teachers to extract data from Google Forms and Sheets to organize and publish in a method that allows for easy analysis. Additionally, teachers can sort and organize student data from Forms, Sheets and Classroom, to visualize results and make sense of large data sets.
5. ***Advanced Features to Optimize Workflow: Gmail, Calendar, Docs & Forms*** - Teachers will use more advanced functionality within applications like Gmail, Docs, Forms, and Calendar to enhance collaboration.
6. ***Accessibility and Differentiation in G-Suite: Meet the Needs of ALL Students Using Slides, Translate and other G Suite apps*** - Use the different Google tools to personalize the learning experience for all students.
7. ***Escape Room Interactive Lesson with G Suite Using Sites and Forms*** - Teachers can engage students with Digital Escape Rooms for projects, unit review, and individual lessons.

<i>Student Responsibilities</i>	<i>Parent Support</i>
<ul style="list-style-type: none"> ● ALL students must utilize the G Suite platform for creating, storing, and submitting work, as assigned by teachers. ● ALL students are expected to monitor their Gmail and comply with all CCPS and teachers(s) messages. ● ALL students are responsible for and expected to monitor their Google Classroom(s) and comply with ALL announcements, questions, quizzes, surveys, assignments, and other materials posted by their teachers(s). ● ALL students are to use Google Drive for storage of ALL work. ● ALL students will utilize Sites for creating portfolios, as assigned by teachers. ● ALL students are to comply with all teachers' assignments in Google Classroom. ● ALL students will ALWAYS use appropriate academic language when utilizing the G Suite platform. ● ALL students will adhere to the Acceptable Use and BOE policies as documented in the 2020-2021 CCPS Student/Parent Handbook. LINK 	<ul style="list-style-type: none"> ● Parents should download the Google Classroom app and log into the app with their child(ren)'s credentials. Parents can opt for notifications via the app to stay informed of tasks assigned to students. ● Parents are strongly encouraged to monitor their child(ren)'s Google Classroom(s) to stay informed of class assignments. ● Parents are strongly encouraged to monitor their child(ren)'s Google Drive and Gmail account. ● Parents will ensure their child(ren) is adhering to the Acceptable Use and BOE policies as documented in the 2020-2021 CCPS Student/Parent Handbook. LINK

Element 6: Google Meet Expectations



Google Meet is **the supported application** to conduct synchronous, online, live lessons. Google Meet will also be used to conduct “office hours”, provide individual support to students, and conduct parent meetings. Parents will access their child(ren)’s CCPS account in order to access Google Meet for parent/teacher meetings. In order to have the most cohesive teaching/learning experience across all district schools and to have the greatest probability of success, **ALL** stakeholders **must** adhere to the following list of CCPS expectations for the use of Google Meet.

<i>Student Responsibilities</i>	<i>Parent Support</i>
<ul style="list-style-type: none"> ● Students will attend Meet sessions as scheduled by teachers. ● Students must monitor teachers’ Classroom(s) for Meet session schedules. ● Students will exit a Meet session at a teacher’s direction. ● Students will join a scheduled Meet session through Google Classroom. ● Students will unmute themselves and verbally participate at a teacher’s direction. ● Students will use appropriate academic language both verbally and within the chat window during Meet sessions. ● Students will follow ALL instructions given by teacher(s) during a Meet session. ● Students will use a Meet session to engage in academic discussion, answer questions, and respond in the chat window as directed by teacher(s). ● Students will conduct themselves appropriately during a Meet session. ANY inappropriate student behavior is in direct violation of the CCPS Acceptable Use Policy and Board of Education policies regarding CCPS digital resources. 	<ul style="list-style-type: none"> ● Parents should download the Google Classroom app and log into the app with their child(ren)’s credentials. Parents can opt for notifications via the app to stay informed of Meet sessions scheduled by teachers. ● Parents are strongly encouraged to regularly monitor their child(ren)’s Google Classroom(s) to stay informed of class assignments and scheduled Meet sessions. ● Parents will ensure their child(ren) is adhering to the Acceptable Use and BOE policies as documented in the 2020-2021 CCPS Student/Parent Handbook. LINK ● Parents will ensure students are conducting themselves appropriately during Meet sessions. ANY inappropriate student behavior is in direct violation of the CCPS Acceptable Use Policy and Board of Education policies regarding CCPS digital resources. ● Parents will log into their child(ren)’s CCPS account in order to access Google Meet for parent/teacher communication.

Element 7: Resources

Below are additional resources users may access.

- [Extending Learning Beyond the Classroom Google Site](#) All stakeholders should navigate this site for information, guiding documents, agreement forms, video tutorials, Chromebook best practices and care, FAQs, and much more.
- [Digital Citizenship Modules](#) Visit this site for grade appropriate digital citizenship modules to conduct with students. Parents are also encouraged to visit this site and talk with their child(ren) about the covered topics.