INTERMEDIATE UNIT 1 ISSUED DEVICES

STUDENT AND PARENT HANDBOOK

Intermediate Unit 1
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OVERVIEW

The Intermediate Unit 1 (IU1) serves as a nexus for information technology and innovation. IU1 continuously cultivates a culture of learning to better prepare students for life after high school. Educational technologies are central to this mission. To that end, the IU1 will issue devices to students to further energize personal intellectual development and construct knowledge for college, careers, and beyond.

The IU1 one-to-one initiative will issue the same device to all students to provide equitable access to technology and learning opportunities. Students will have instructional lessons and materials readily available using an online learning platform. Students will be able to participate in real-time educational activities, despite being present in the classroom or during distance learning. The integration of technology across the curriculum will further enhance student engagement resulting in increased academic achievement. Students are expected to utilize the IU1-issued device at school and at home. Access to an IU1-issued device at home also extends learning beyond the school day and expands opportunities for collaboration.

A Chromebook will be issued to each student enrolled in an IU1 Campus School, IU1 classroom operated within a school district, and IU1 classrooms at the Fayette County Career and Technical Center. The Chromebook will be provided at the start of each school year.

Each student will receive the following equipment:
- Chromebook
- Charger for the Chromebook
- Mouse
- Carrying Case
- Flash Drive

Learning Platforms

Fusion Cyber Solutions

Fusion Cyber Solutions is an online learning initiative that involves a comprehensive shift in the way public schools are envisioned. The program provides the opportunity to offer a curriculum in both an online and face-to-face format, resulting in an education system where students can move seamlessly between classroom and online courses. Fusion Cyber Solutions will be used in conjunction with the following learning platforms according to grade level and program of enrollment:
- Google Classroom- Grades K-8
- Moodle-Grades 9-12
    - Comprehensive Therapeutic Emotional Support (CTES)
    - Therapeutic Emotional Support (TES)

Unique Learning Systems

Unique Learning Systems is an online program that provides students with complex needs access to the general education curriculum. Lessons are aligned to the general education standards, while providing the flexibility for individualization, based on the student's instructional level. Unique Learning Systems will be used by students in the following grades and programs of enrollment:
- Grades K-12
    - Autistic Support
    - Life Skills Support
    - Multiple Disabilities Support

Livestream Video

To further support the one-to-one initiative, livestream video will be implemented within IU1 classrooms. Livestream video is defined as utilizing any camera to broadcast live video content through the Internet or any interactive platform. Livestream video will be used to deliver academic and special education instruction to students participating in distance learning from home, while face-to-face instruction is taking place within the classroom. Students will be notified prior to the use of a livestream in their classroom or other

areas of the school where they may be captured on the livestream. Students are not permitted to initiate a livestream at any time.

Livestreams will be used only for instructional and educational purposes and may be recorded. Students will be notified before a livestream is recorded. Any recorded livestreams will be posted only through a secure IU1 learning management system. No recordings will be posted publicly on the Internet. Video recordings of distance learning livestreams are the property of IU1. Students are prohibited from reposting such videos on the Internet, removing them from the learning management system, taking screenshots of them, and/or from sharing them with other individuals.

Any student participating in a livestream for academic instruction must abide by IU1's Code of Conduct and may be held accountable for violations of the code of conduct while participating in the livestream. Students participating in a livestream of academic instruction must also adhere to the IU1 dress code and be dressed appropriately.

CARING FOR YOUR CHROMEBOOK

It is important for you to know and understand the responsibilities students and families accept when using an IU1-issued device. Although each device is assigned to an individual student, each device is owned by the IU1. The established rules require students to use the devices ethically, legally, and efficiently for learning. Students who violate the rules are subject to disciplinary action.

Tips for Use & Care

- Do not leave your device unattended or unprotected.

- Charge your device fully every night.

- Store your device on a desk, table, or designated area in the classroom.

- Never leave your device on the floor.

- Do not place heavy items on top of your device.

- Protect your device from extreme heat or cold, food, drink, small children and pets.

- Always shut down your device. Wait for the screen to go black and all lights to go off before closing the lid.

- Insert cords, cables, and removable storage devices carefully.

- Carry your device in the provided case when not in use.

- When in doubt, ask for help.

Student Responsibilities

DO	DO NOT
• Follow the expectations and rules established by your school and the IU1.	• Do not allow anyone to use your device or assigned equipment.
• Follow Internet safety guidelines.	• Do not share logins or passwords with anyone except parents/ guardians.
• Use the device for school appropriate assignments and materials.	• Do not try to fix your device if you are experiencing any operating problems.
• Only use assigned accounts and passwords.	• Do not develop or use programs to hack, bring in viruses, or change another person's files or information.
• Tell your teacher if you have any security problems.	
• Tell your teacher if your device is not operating properly.	• Do not create, view, download, or distribute any materials or files with inappropriate content, which might include: references to alcohol, tobacco, drugs and gangs; obscene language, nudity; bullying or harassment; discriminatory behavior; etc.
• Use email for educational purposes only.	
• Communicate in ways that are appropriate and respectful.	
• Report any violations of the Acceptable Use Policy.	• Do not use email for jokes, chain letters, advertising, individual profit or gain, or political activity.

Parent/Guardian Responsibilities

1. Supervise your child's use of the IU1-issued device at home.

2. Talk to your child about Internet safety and appropriate behaviors when online.

3. Monitor your child's use of the Internet and email at home.

4. Remind your child the Chromebook is owned by the IU1 and not personal property.

5. Report to the school any problems with the IU1-issued device. Do not attempt to repair the device.

6. Make sure your child charges the IU1-issued device each night.

7. Make sure your child brings the IU1-issued device to school each day.

8. Agree to return the Chromebook and other assigned equipment in good working condition upon request, at the conclusion of the school year, or withdrawal from the IU1 program.

9. Review the Intermediate Unit 1 Acceptable Use Policy, Student Chromebook Usage Agreement, and student responsibilities included in this handbook with your child to ensure understanding of the expectations.

10. Sign the Student Chromebook Usage Agreement.

RESPONSIBLE USE AND EXPECTATIONS

Guidelines

The following rules shall apply with respect to IU1 devices:

1. Annual written notice will be provided to all parents/legal guardians of students enrolled in IU1 programs who are to be issued an IU1 device. The notice will contain information relating to the one-to-one technology initiative and pertinent procedures.

2. Each student and the student's parent/legal guardian must sign an agreement for the IU1 issued device use setting forth the terms and conditions set forth in this and other policies and acknowledging receipt of guidelines for use of the device.

3. The agreement shall also include an acknowledgement that the student's use of the IU1 device shall comply with the IU1's policy on Acceptable Use of Technology Policy No. 815, Intermediate Unit 1 Issued Devices, Student Use, Rights, and Responsibilities Policy No. 815.1, and the student handbook. Compliance with the foregoing shall be required without regard to whether the student is connected to the IU1 Network.

4. Students and parents/legal guardians shall be wholly responsible for the safety, care and security of the IU1 devices assigned to students, and shall be liable to IU1 for the cost of any necessary repair or replacement due to intentional or unintentional damage, loss or theft of the IU1 devices.

5. IU1 issued devices will at all times remain the property of the IU1. Students are responsible for the appropriate use of the IU1 devices, both at school and at home. If an IU1 device is in need of repair, service or other maintenance, students and/or their parents/legal guardians are to inform the respective building administrator or supervisor. Students should not attempt to repair or service IU1 devices. Vandalism to any device or accessory is strictly prohibited.

6. The IU1 Network includes blocking of websites potentially harmful to minors per the terms of the federal Children's Internet Protection Act. Parents/legal guardians are advised to monitor Internet usage when the IU1 issued device is used at home.

7. Students are not permitted to install, modify or tamper with the IU1 device hardware.

8. Operating System Software installations and configuration changes shall be completed by or under the direction of IU1 Technology Staff or others authorized by the Executive Director.

9. Students will be trained regarding use of the IU1 issued device. An orientation will also be available to parents/legal guardians, with respect to the use, care and maintenance of IU1 devices.

Review of Student Files

The use of the IU1 technology resources is not private. Students should not expect that files stored on or transmitted via the IU1's resources will be confidential. All digital transmissions are subject to monitoring by the IU1 employees and other officials. Digital storage is the IU1's property, and as such, network administrators may review files and communications to maintain system integrity and ensure that students are responsibly using technology.

If the IU1 has a reasonable suspicion that the student is violating rules or policies, the IU1 administrators authorized by the Executive Director may review student files and/or data stored on the device. Reasonable suspicion means reasonable grounds exist that the search will uncover evidence that the student violated the law, school rules, or policies. The scope of the search must be reasonably related to the violation that justified the search.

Remote Access

IU1 devices are equipped with the ability to be accessed and/or monitored remotely. When the IU1 issued device is on the IU1 Network and/or on property, the IU1 is permitted to remotely access and/or monitor the device at anytime. When the device is connected to an off-

site network and/or not on IU1 property, the organization is prohibited to remotely access the IU1 issued device, except in the following instances:

Technical Problems: In some instances, it may be necessary for the IU1 Technology Staff and/or designee to access an IU1 issued device remotely to resolve a technical problem. The IU1 will implement remote access when the device is on the IU1 Network when possible. However, the foregoing protocol does not apply to the IU1's use of remote access to perform software maintenance, and the IU1 may use remote access to perform software maintenance without informing the student. Software maintenance may involve the correction of altered coding or programming, and in some cases may remove files from the device, if the files are deemed to be a threat to the operation or security of the IU1 Network or are stored in unauthorized software.

Device Reported Missing or Stolen: If a student or a parent/legal guardian believes an IU1 issued device is missing or stolen, the student or parent/guardian must immediately notify the building administrator or supervisor. Once the IU1 is notified, the organization may:

• Remotely disable the device,
• Activate IP tracking or other location-based loss-prevention application,
• Delete all data stored on the device, and/or
• Notify the police (in the event of suspected theft).

Discipline

A student's failure to abide by the above guidelines will be subject to possible discipline as established in the applicable Student Code of Conduct or in IU1 policies. Such discipline is in addition to, and not in place of, the student and parent/legal guardian fulfilling their duty to pay for any costs associated with damage, loss or theft of IU1 devices, and to indemnify and hold the IU1 harmless with respect to any loss or damage incurred arising from any violation of terms and conditions in the agreement for use of IU1 devices.

GOOGLE CLASSROOM CHEAT SHEET

For Students

BY KASEY BELL

Shake Up Learning®

Written by Kasey Bell

**ShakeUpLearning.com**

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WELCOME TO GOOGLE CLASSROOM

Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized.

FIRST LOGIN FOR STUDENTS

Go to classroom.google.com.

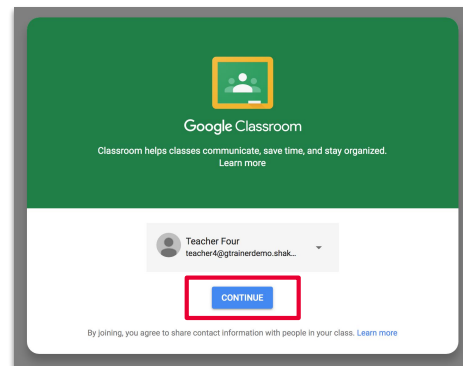The first time you arrive at the Google Classroom website (if you have never logged in) you will see a screen like the one to the right. **CLICK "Go to Classroom" button**.
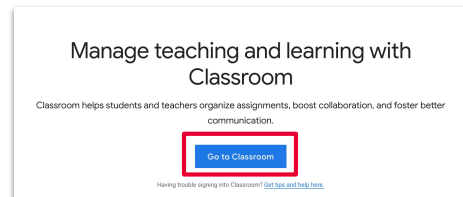
LOGIN

You will then be prompted to login with the email and password that were issued by your teacher or school.

After you enter your email and password, **CLICK "Continue".**

SELECT YOUR ROLE

● Click on the **"I'M A STUDENT"** button as your role so you can join your teacher's class.
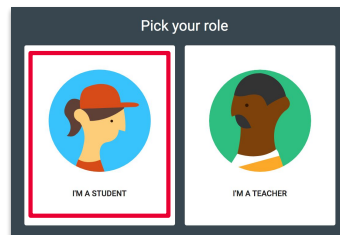
Note: You cannot change your role later, so be sure to select the correct role.

JOIN A CLASS AS A STUDENT

1 **Create and Name Your Class**

Click the **+** (near the top-right of the page) and select **"Join class"** to join your teacher's class.
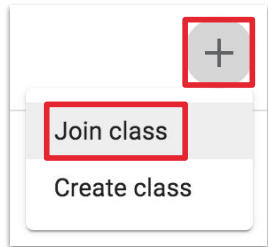
2 Enter the class code given to you by your teacher.

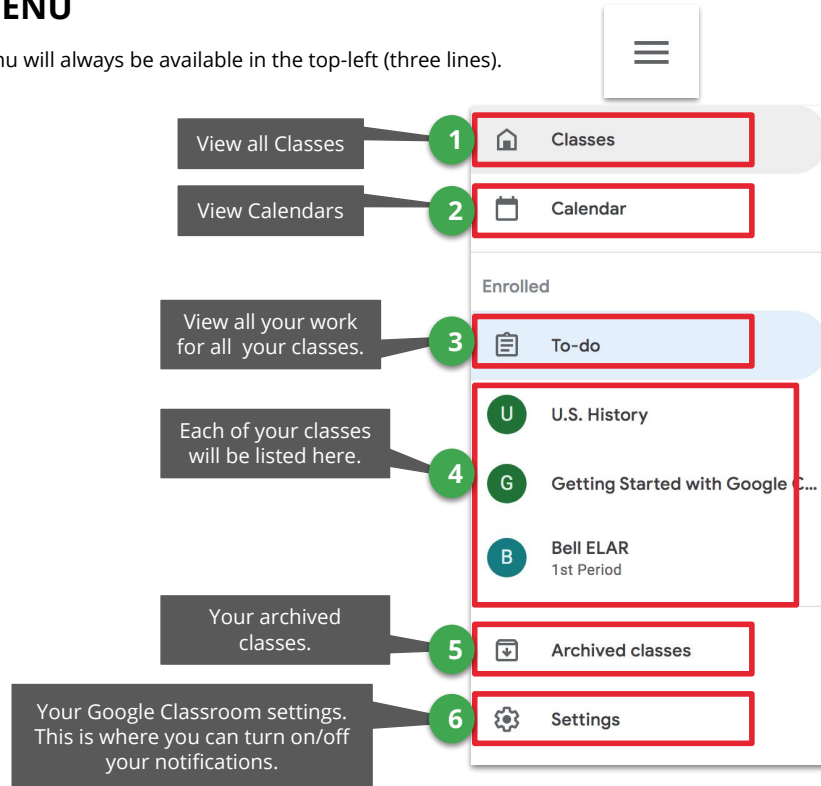Then, **CLICK "Join."**

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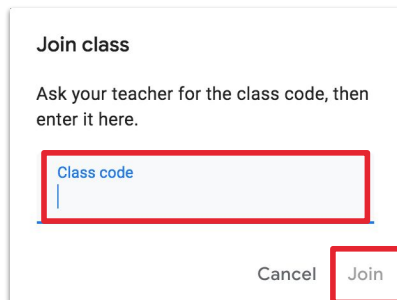
STUDENT NAVIGATION

1 **Main Menu (3 lines)**: Access all of your classes, calendar, student work, and settings.

2 **Stream:** The stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

3 **Classwork**: The Classwork page is where you will find your assignments and class materials.

4 **People**: The People page is where you can email your teacher and classmates.

5 **G Suite Apps**: This icon represents your G Suite apps. You can click on this icon to open other G Suite applications.

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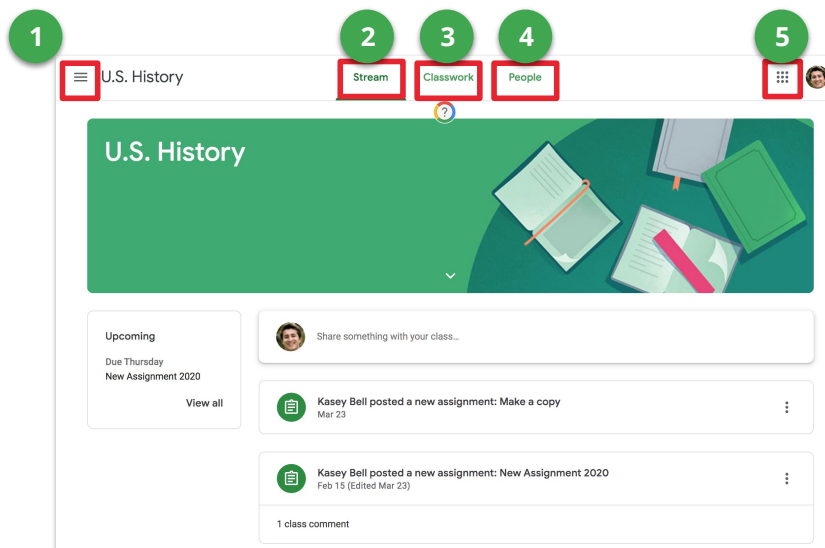
MAIN MENU

The main menu will always be available in the top-left (three lines).

View all Classes ——— **1**   🏠   Classes

View Calendars ——— **2**   📅   Calendar

Enrolled

View all your work for all your classes. ——— **3**   📋   To-do

Each of your classes will be listed here. ——— **4**
- **U**   U.S. History
- **G**   Getting Started with Google C...
- **B**   Bell ELAR
  1st Period

Your archived classes. ——— **5**   📥   Archived classes

Your Google Classroom settings. This is where you can turn on/off your notifications. ——— **6**   ⚙️   Settings

STUDENT STREAM

The Stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

1 Upcoming assignment deadlines will appear to the left sidebar.

2 If your teacher allows you to post, you will see a box like this at the top of the stream. Click in the box to share something with your class. Keep it appropriate!

3 Your teachers may also post announcements like this in the Stream.

4 Your teachers may also post notifications of new assignments in the stream. But you can always see your assignments on the Classwork page.

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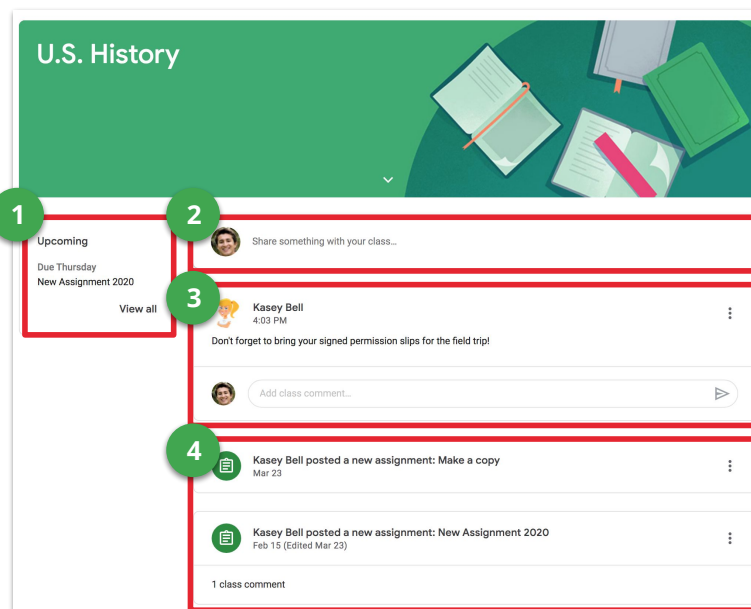
STUDENT CLASSWORK

The Classwork page is where you will find your assignments and class materials.
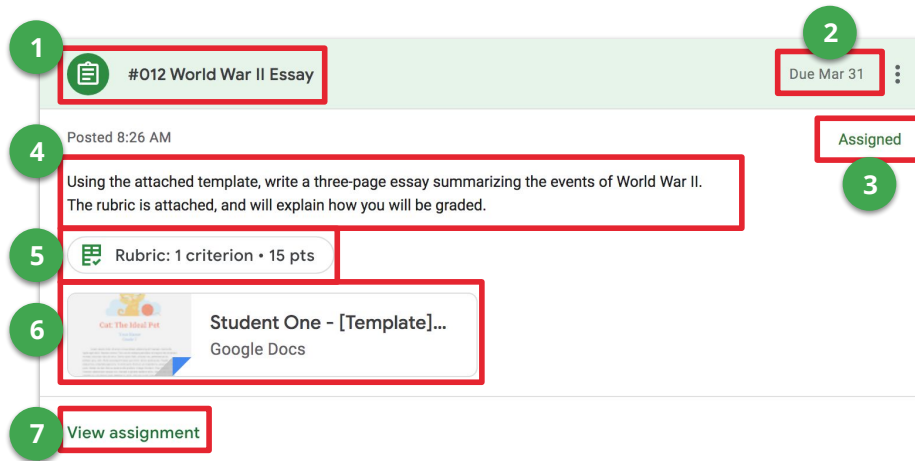
1 View your work, turn in status, due dates, and grades for your class.

2 View your class calendar, including due dates for assignments.

3 View your Class Drive folder in Google Drive.

4 Your teachers may organize your assignments by topics, materials, units, modules, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all the assignments for that topic. You will also see topics as headings over your assignments and materials.
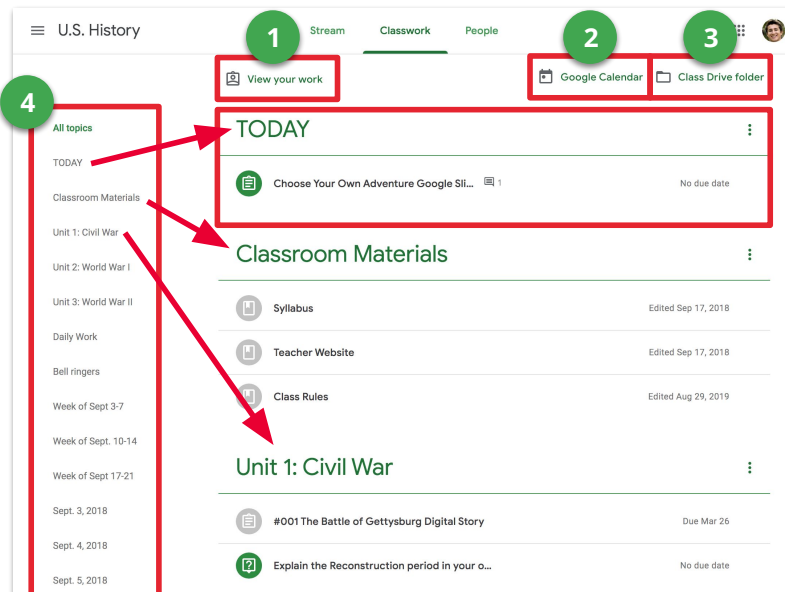
ASSIGNMENTS ON CLASSWORK PAGE

Posted assignments will appear on the Classwork page. You may be asked to refresh the to see the latest updates. Below is an example of an assignment.

1 Name of the assignment

2 Due Date

3 This is the assignment status. It will show Assigned, Turned In, Late, or Missing.

4 Instructions for the assignment from your teacher.

5 Your teacher may choose to attach a rubric. If so, this is where it will appear. Click to open.

6 Any files that your teacher has attached to the assignment will appear here.

7 Click here to open the assignment page.
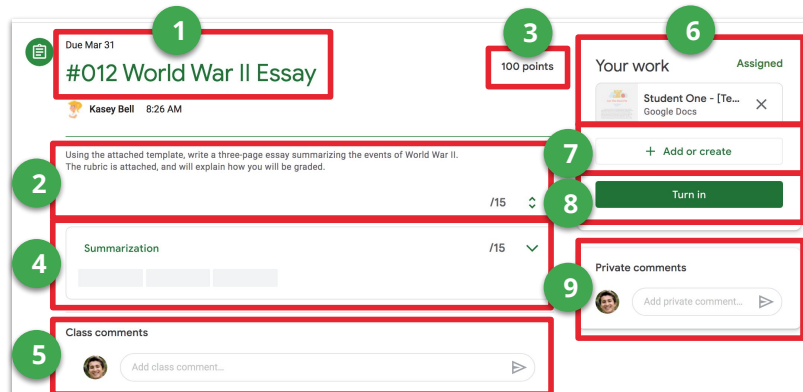
1 #012 World War II Essay

2 Due Mar 31

Posted 8:26 AM

4 Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded.

3 Assigned

5 Rubric: 1 criterion • 15 pts

6 Student One - [Template]...
Google Docs

7 View assignment

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ASSIGNMENT PAGE

When you click on "View assignment" from the Classwork page, you will be taken to a new page that gives you more details about your assignment.

1 Assignment title and due date

2 **Instructions**: Instructions for the assignment from your teacher.

3 **Total points**: Total point value of the assignment (the highest grade you can make)

4 **Rubric**: Rubric information if your teacher has added a rubric. (Click the down arrow to see more information.)

5 **Class comments**: If your teachers allows you to leave class comments, you will see this option. All students can see class comments.

6 **Your work**: This will show you any files the teacher created for you, and any files you have created for this assignment.

7 **Add or create button**: Click this button to create new files or attach files you have already created for this assignment.

8 **Turn in button**: Click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your files anymore.

9 **Private comments**: Use private comments to talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments.

TURN IN ASSIGNMENTS

Depending on the assignment, you can turn in a doc that your teacher assigned to you, create your own, or add files to the assignment.

TO TURN IN AN ASSIGNMENT

Go to the Class, then the Classwork page, then click on "**View Assignment**."

There are three different ways you can complete your work:

A **To use the file your teacher attached for you:**

1. Click on the attachment under Your work with your name on it.
2. Enter your work
3. Click the "**Turn in**" button on the document and confirm, or click the "**Turn in**" button on the assignment in Google Classroom.

B **To attach an item that has already been created:**

1. Under Your work, click **Add or create** and then select Google Drive, Link, or File.
2. Add or create your work files
3. Select the attachment or enter the URL for a link and click **Add**.
4. Note: You can't attach a file you don't own.

C **To attach and create a new file:**

1. Under Your work, click **Add or create** and then select Docs, Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work files
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click **Remove**.
6. Click **Turn In** and confirm.
7. The status of the assignment changes to Turned in.
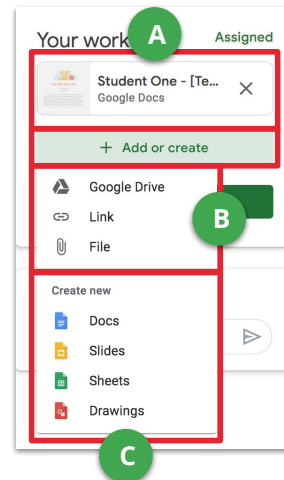
MARK AS DONE AND UNSUBMIT

MARK AN ASSIGNMENT AS DONE

Some assignments will have a **Mark as done** button instead of Turn in.

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to the Class, then the Classwork page, then click on "**View Assignment**."
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.
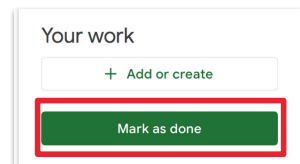
UNSUBMIT AN ASSIGNMENT

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to the Class, then the Classwork page, then click on "**View Assignment**."
2. Click **Unsubmit** and confirm.
3. Note: This assignment is now unsubmitted. Resubmit it before the due date.
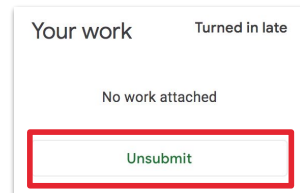
ANSWER QUESTION ASSIGNMENTS

When a multiple choice or short answer question has been assigned to you by your teacher, it will immediately appear on the Classwork page. Click "**View question**" to complete the assignment.

1 Due date

2 The question assigned to you.

3 Total points possible

4 Directions from your teacher

5 **Your Answer**: This box is where you type your answer for short answer questions, or select from multiple choice answers.

6 **Add a Class Comment**: Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.

7 **Add a Private Comment**: Use this space to leave a comment or question for your teacher.

8 **Turn In**: When you have completed your work, click the Turn in button.

STUDENT TO-DO: SEE ALL YOUR WORK

You have multiple ways to view your work for a class:

- Quickly see upcoming work on the Classes page
- See all your work for a class on the Your work page for that class.
- See work arranged by topic on the Classwork page
- Filter work by class on the To-do page (see screenshot below).

The To-Do Page allows you to see all your work for all your classes. in one place.

1 **To-Do**: Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.

2 **Done**: Here students can see a list of all of the assignments they have turned in or marked as done.

3 Click the drop down Arrow next to "**All classes**" to filter your work by each class.
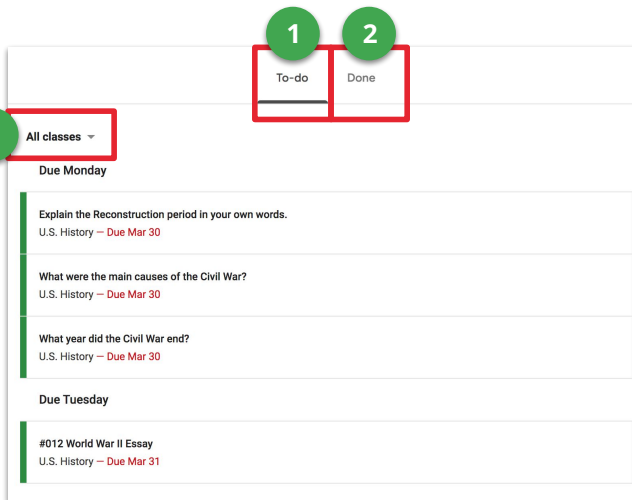
Fusion Troubleshooting Guide - Top 5 issues

1. **Where do I log in to access my courses?**

   https://fusion.iu1.org

2. **I've logged in but don't know where to start.**

   There is a student orientation video that every student is enrolled in. Students and guardians should watch this first. It will explain how to do things such as upload assignments, how to interact with others, how to navigate the site and how to contact your teachers using Moodle Messenger, etc. After you sign in it is on the right-hand side ½ way down the page.

   All of the classes assigned to you will appear in the middle of your screen. Access each one to look at your material, activities and assignments for the day or week.

3. **A video in one of my classes is not working. What do I do?**

   If you are having trouble with a video, it may be a flash player issue. If you need to download Flash, here is the link:

   https://get.adobe.com/flashplayer/

   If you are still having issues, contact your teacher to verify that no one else is having this issue. The teacher may also need to find you a substitute video.

4. **How do I keep track of my work?**

   The best way is for students to create a folder on their desktop and save documents to that folder.   That way, if there is an issue with an assignment, you will be able to easily locate it. Then to upload an assignment, click on "add submission" in your course, and navigate to the folder and assignment.

   For students using Chrome Books: Do the assignments in google docs, forms, etc. When finished with the assignments, click file, then download, then PDF (see below). You will need to submit everything as a pdf file.
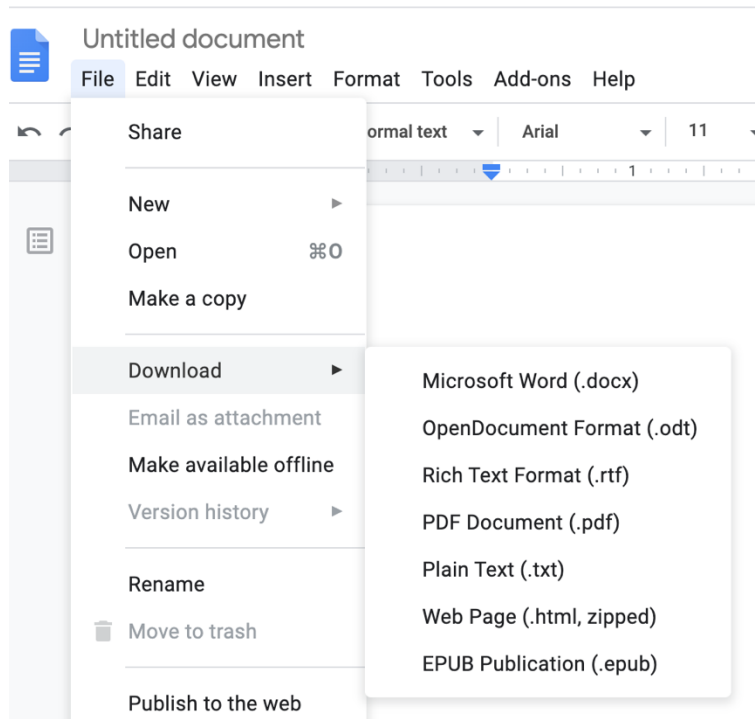
5. **Who do I contact if I'm having trouble?**

If you have questions related to an assignment or something specific to your course, you should bring that to the attention of your teacher.

If you have questions relating to technology, you can contact the Help Desk via the chat feature https://app.purechat.com/w/IU1, via email at fusionhelpdesk@iu1.org or phone at 724-938-3241 x225. If no one is available please leave a message and we will return your call.

Student Login Directions

Username + Text Password
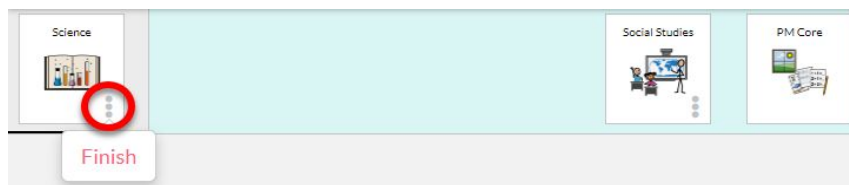
Dear Parents and Family,

Your child is using one or more solutions provided by n2y which include a student login option that they can use at home. This option supports your child's ongoing educational needs in all capacities and will help keep them engaged while being supported virtually or through remote learning. This may include the digital delivery of:

- Unique Learning System lesson activities.
- Positivity behavior management strategies.
- News-2-You select current events materials and related activities.
- L^3 Skills game-based skill building activities.

Where would you like to go?
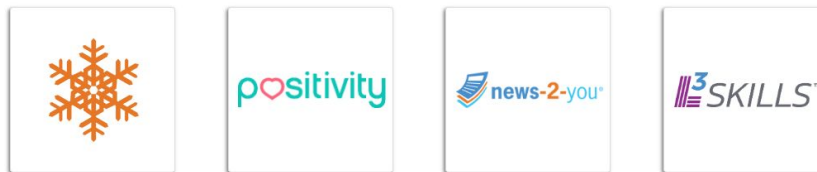
The available content has been configured by me and is tailored to your child's learning needs. Please note, the strategies we use in the classroom to manage behavior will automatically be delivered based on the subject your child is working on to help them maintain their routine and supports. A visual schedule may be set up by me and may require assistance from parents and caregivers. Click here to learn more.

Digital access to these solutions will allow your child to interact with the same predictable format as they would in the classroom. Please keep the second page of this letter for reference in assisting your student in logging in.

Please note that while n2y provides the option for home access through the student login feature, service providers are responsible for enabling this feature. Service providers (teacher, SLP, OT, etc.) may provide login information and/or distribute materials to parents through their own preferred methods that align with their own policies. n2y will not reset student passwords or otherwise provide access to sensitive information.
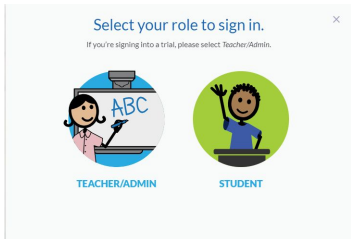
Student Login Directions

Username + Text Password

Your child has been assigned a username and password* for Student Log In access. The following directions are being provided so that you may support your child when logging in at home.

How to log in to Student View:

1. Visit n2y.com.
2. Select Sign In.
3. Select Student.

4. Enter your username and password.
5. Select Log In.

After completing the steps above, your child will be logged in to Student View and have access to lessons and activities I have assigned that are tailored to their learning needs. Please direct any questions, concerns or technical issues to me.

Thank you for supporting your child in this process.

Sincerely,

Please note that while n2y provides the option for home access through the student login feature, service providers are responsible for enabling this feature. Service providers (teacher, SLP, OT, etc.) may provide login information and/or distribute materials to parents through their own preferred methods that align with their own policies. n2y will not reset student passwords or otherwise provide access to sensitive information.

Student Login Directions

Simplified Password

Dear Parents and Family,

Your child is using one or more solutions provided by n2y which include a student login option that they can use at home. This option supports your student's ongoing educational needs in all capacities and will help keep them engaged while being supported virtually or through remote learning. This may include the digital delivery of:

- Unique Learning System lesson activities.
- Positivity behavior management strategies.
- News-2-You select current events materials and related activities.
- L3 Skills game-based skill building activities.

Where would you like to go?

The available content has been configured by me and is tailored to your student's learning needs. Please note that strategies we use in the classroom to manage behavior will be automatically delivered based on the time of the day to help your child maintain their routine and supports.

Digital access to these solutions will allow your child to interact with the same predictable format as they would in the classroom. Please keep the second page of this letter for reference in assisting your student in logging in.

*Please note that while n2y provides the option for home access through the student login feature, service providers are responsible for enabling this feature. Service providers (teacher, SLP, OT, etc.) may provide login information and/or distribute materials to parents through their own preferred methods that align with their own policies. n2y will not reset student passwords or otherwise provide access to sensitive information.

Student Login Directions

Simplified Password

Your child's classroom has a classroom login link that is unique to their classroom. Your child has been issued their own simplified password*. The following directions are being provided so that you may support your child to log in at home.

How to log in to Student View:

1. Navigate to the classroom login link.
2. Select your name.

3. Enter your password.
4. Select Sign In.

After completing the steps above, your child will now have access to Student View. The available content has been configured by me, your service provider (teacher, SLP, OT, etc.), and is tailored to your student's learning needs. Please direct any questions, concerns or technical issues to me.

Thank you for supporting your child in this process.

Sincerely,

*Please note that while n2y provides the option for home access through the student login feature, service providers are responsible for enabling this feature. Service providers (teacher, SLP, OT, etc.) may provide login information and/or distribute materials to parents through their own preferred methods that align with their own policies. n2y will not reset student passwords or otherwise provide access to sensitive information.
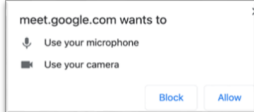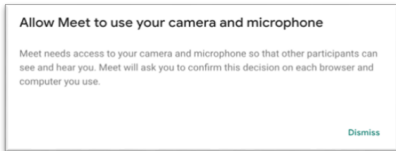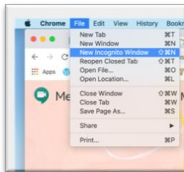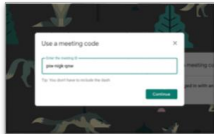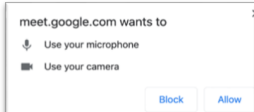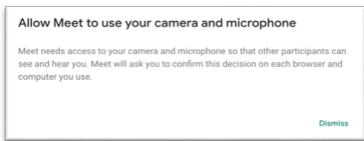
Google Meet for Parents

Google Meet is designed to work using the Chrome browser. You will need the Google Hangouts Meet app if using it on an iPad, iPhone or Android device.

Computer	You can enter a Google Meet with or without a Gmail account.
Open Chrome.	
Click the link that was emailed to you or provided on Veracross. The link will be something like: https://meet.google.com/xxx-xxxx-xxx. The last 10 digits will be different for every Meet that a teacher sets up.	
When you see this screen, click **Ask to join.**	Ready to join? Ask to join / Present
If you are logged in to a Gmail account, a message will be sent to the teacher that Someone named *your name* wants to join this meeting. The teacher will either Deny entry or Admit.	
If you are not logged in to a Gmail account, you will need to enter your name on the Ask to join page and then click the Ask to join button. A message will be sent to the teacher that Someone named *your name* wants to join this meeting. The teacher will either Deny entry or Admit.	What's your name? Your name Ask to join / Present

If you see a pop-up window asking you to allow the camera and microphone for meet.google.com, click **ALLOW**.	meet.google.com wants to 🎤 Use your microphone 📷 Use your camera Block Allow
Click **Dismiss** on the Allow Meet to use your camera and microphone message.	Allow Meet to use your camera and microphone Meet needs access to your camera and microphone so that other participants can see and hear you. Meet will ask you to confirm this decision on each browser and computer you use. Dismiss

Join a Google Meet without a Gmail Account if the link does not work

Try using an incognito window in Chrome.	
Enter the code provided by the teacher.	
If you see a pop-up window asking you to allow the camera and microphone for meet.google.com, click ALLOW.	meet.google.com wants to 🎤 Use your microphone 📷 Use your camera Block Allow
Click Dismiss on the Allow Meet to use your camera and microphone message.	Allow Meet to use your camera and microphone Meet needs access to your camera and microphone so that other participants can see and hear you. Meet will ask you to confirm this decision on each browser and computer you use. Dismiss
The Meet organizer will accept you into his/her Meet.	

💬 Hangouts Meet Quick Start

Join impromptu meetings on the go, virtual training classes around the world, remote interviews, and much more.

1. Schedule a video meeting from Calendar.
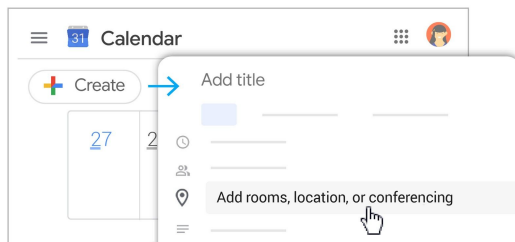
1. In Calendar, click **Create** [Create].
2. Add your event details and guests.
3. Click **Add rooms, location, or conferencing**.
4. Click **Save**.

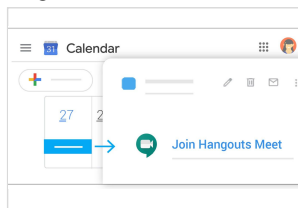See other ways to start a video meeting.

2. Ask participants to join your video meeting.

From Calendar:

Click the event, then click **Join Hangouts Meet**.

From Meet:

Join a scheduled meeting or use a meeting code.

See other ways to join a video meeting.

From mobile devices:

Open the Meet app on Android or Apple® iOS® devices.

3. Customize video settings, interact with participants, or share your screen.

View meeting participants

Chat with meeting participants

See additional settings, such as recording the meeting or changing your video resolution

Share your screen or give presentations

Share meeting details with guests

Turn microphone on or off

Leave meeting

Turn camera on or off
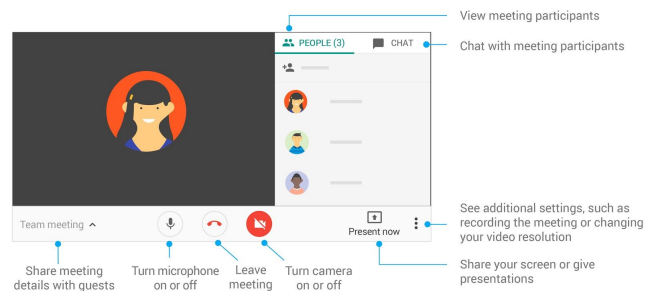
For more Hangouts Meet help and training resources, visit the G Suite Learning Center.

Google Meet: Student Expectations

Before you start
- ❏ Gather your materials: device, papers, pencil/pen.
- ❏ Find a spot without distractions.
- ❏ General expectation: If it wouldn't be appropriate in the classroom, it isn't appropriate in the meeting.
- ❏ Be on time.

Important privacy issues
- ❏ When you participate in a video meeting, you are providing a "window" into your home.
- ❏ Please think about what is behind you and what may come into view during the meeting.
- ❏ Do not screenshot or record anything during the meeting.

Joining the meeting
- ❏ Click on the link or call the phone number.
- ❏ Check in through the chat (top right) when you arrive. "Tom is here."
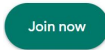- ❏ Mute yourself by clicking on the bottom of the screen.

Using your mic
- ❏ Unmute yourself when you want to talk, then mute again.
- ❏ Select the mic button on the bottom of your screen
- ❏ Pause for a moment to allow for the audio delay.
- ❏ Talk normally.
- ❏ Don't have side conversations. The mic will pick up other noises in the room.

Using your camera
- ❏ Select the camera button on the bottom of your screen to turn it on and off.
- ❏ Try to look at the camera, not your screen.
- ❏ If your camera is off, you might need to say who you are when you talk.

Stay engaged
- ❏ Nod or do "thumbs up" when others are talking.
- ❏ Try not to do anything else when you're participating in the meeting.
- ❏ Use the chat, but think before you type, just like you would think before you talk.
- ❏ Raise your hand to share ideas, and the teacher will ask you to unmute yourself.

Keeping track
- ❏ Take notes on paper or in a doc during the meeting.

Some final thoughts
- ❏ Always behave as if your camera and mic are on.
- ❏ Be respectful and patient.
- ❏ We will get through this together!

Zoom Instructions for Students and Parents

Before you ZOOM
1. You will need your computer, Chromebook, tablet, or smartphone.
2. You will receive a notification from your teachers with a 9-digit meeting ID that you can use to join your class -OR- your teacher will email you a link to click on to join the Google class.

To Join a ZOOM
1. Join the meeting by clicking on a ZOOM link provided by your teachers. (join.zoom.us).
2. Follow the prompts to download and run ZOOM.
3. Enter your meeting ID if you are prompted to do so.
4. Click to join the audio conference.
5. When you are in the meeting, you may click on the start video button to turn on the camera on your device.

ZOOM Controls
Using the icons along the bottom of the screen you can:
- Mute/Unmute your microphone - your teacher may ask you to mute your microphone during the lesson to limit background noises. You can un-mute your device to ask your teacher a question.
- Turn on/off your camera - turning your camera on allow]s your teacher to see you and know you are following along with them.
- Invite - invite other students to your class using their email address or phone number.
- View participant list - this opens a list of all the students logged into the classroom. This also has an option to 'raise your hand.' If you click to raise your hand, it will notify your teacher so they can talk to you.
- Share screen - this allows your teacher to share their computer screen with you.
- Chat - this opens a chat window where the teacher can see any questions you may have and respond to you.

ZOOM MEETING EXPECTATIONS

1. Before joining our Zoom meeting, find a quiet place without any distractions to set up your device.

2. Your attention should remain on the teacher or speaker throughout the meeting.

3. Keep your microphone muted until you are ready to speak to allow others to hear each speaker.

4. Raise your hand and wait to be called on before unmuting yourself. One person speaks at a time, just like in our classroom!

5. Whether you are speaking or listening, please use respectful and appropriate behaviors and language.

6. Stay on topic and stick to appropriate topic discussions. Treat others online as you wish to be treated in person.

7. Taking photos of your screen or recording the meeting is prohibited.

8. Remember that you should continue to follow all of our school and classroom rules and expectations while participating in our Zoom meeting!

I can't wait to see you at our next meeting!

Kim Tighe 2020

FREQUENTLY ASKED QUESTIONS

Question: What is a "1-to-1 initiative"?

Answer: Every student enrolled in an IU1 Campus School, IU1 classroom operated within a school district, and IU1 classrooms at the Fayette County Career and Technical Center will be issued a Chromebook for use at school and at home.

Question: What will this type of learning look like?

Answer: The curriculum will be delivered online. Students will complete and submit assignments using the Chromebook. Additional information and training will be offered to both students and families.

Question: When will my child receive the Chromebook?

Answer: The Chromebooks will be assigned at the beginning of each school year. The Chromebooks are required to be returned at the conclusion of the school year, upon request of the IU1, or when your child withdraws from an IU1 program.

Question: What if I don't have the Internet at home?

Answer: A flash drive will be provided to each student containing assignments. The student will complete and save the assignments on the flash drive. The flash drive will then be submitted to the teacher.

Question: What happens if the device is damaged, lost or stolen?

Answer: You must immediately notify the building administrator or supervisor. After notification is received, the IU1 may remotely disable the device; activate IP tracking or other location-based loss-prevention application; delete all data stored on the device, and/or notify the police (in the event of suspected theft).

Question: Is my child permitted to take the IU1-issued device home?

Answer: Yes, students will be able to take the IU1-issued device home during the school year to use for school-related work.

Question: Can my child use their own device instead of the IU1's?

Answer: No, only IU1-issued devices will be connected to wireless network. Furthermore, lessons will be designed only for use of those particular devices.

Question: Do I have to sign the Intermediate Unit 1 Student Chromebook Usage Agreement?

Answer: Yes, the agreement must be signed prior to any student receiving the assigned Chromebook.

Intermediate Unit 1

Serving Fayette, Greene, and Washington Counties

One Intermediate Unit Drive | Coal Center, PA | 15423
Phone: 724.938.3241 | Fax: 724.938.6665
www.iu1.org

Donald W. Martin
Executive Director

Intermediate Unit 1
Student Chromebook Usage Agreement

Name (please print):_____

Computer Description: CHROMEBOOK

I acknowledge this Chromebook belongs to Intermediate Unit 1 and is intended for my individual school-related use. I assume responsibility for the device during enrollment in programs operated by the Intermediate Unit 1. I have read the Intermediate Unit 1 Issued Devices, Student Use, Rights, and Responsibilities policy, Acceptable Use policy, and Student Handbook. I understand that violation of the provisions stated in the policies and guidelines may result in disciplinary actions.

Student
Signature:_____Date:_____

Parent
Signature:_____Date:_____