



REDLANDS UNIFIED SCHOOL DISTRICT

Take-home Laptop Program Policy and Procedures

2020-21





Redlands Unified School District

Instructional Technology and Accountability Department
Educational Services Division

P.O. Box 3008 • Redlands, California 92373-1508 • (909) 307-5300 • FAX (909) 307-5322

August 2020

Dear Families,

Redlands Unified School District is committed to creating equitable learning opportunities for all students. With COVID 19 forcing many students to access learning from home, technology has been an extremely important component of our students' education.

RUSD acknowledges that not all families have the same access to a computer and wi-fi at home. Therefore, chromebooks will be checked out to all students for school *and* home use as an essential instructional tool.

Carrying a computer to and from home will require some adjustments on the part of students and families. This guide is intended to provide information about **general procedures, wi-fi options, basic instructions, and customer support.**

Once again, we are very excited to be able to provide chromebooks to ALL RUSD students to contribute to their academic success. We wish you the very best for the 2020-21 school year.

Sincerely,

Jamie Cortz
Director of Instructional Technology and Accountability

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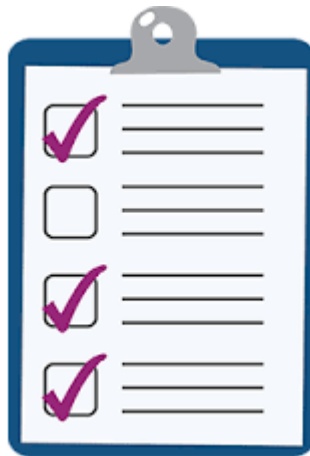
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PART I: Procedures



Daily Procedures for using your chromebook

This guide provides students with general guidelines on how to use and care for their chromebook on a daily basis.



Carry your chromebook in the same safe manner you would your textbooks.



Keep your machine in a cool, dry place and avoid direct contact with the sun.



Bring your power cord to school because you may need to charge your computer during the day.



Shut down after use to preserve battery life.



Be very careful to avoid food or drink spills onto your computer to avoid damage.



Be sure to follow school procedures on storing your device during lunch, PE, and other times when the machine might be vulnerable.



Clean your chromebook using a soft, dry, anti-static, or micro-fiber cloth. Do not use windex or any type of liquid.



If you forget your machine at home, you will need to check one out in the library before school. There is no guarantee there will be enough, so DON'T FORGET!



For more information on tips for protecting your chromebook, please visit the Instructional Technology Department on the district website @ www.redlands.k12.ca.us

NOT WORKING OR DAMAGED

Symptom: Chromebook freezes, is running slow, or apps will not run.

Solution: Log out, completely shutdown, then restart.

Symptom: Chromebook turns on but the screen is black, or does not turn on at all.

Solution: Immediately bring to the school and exchange for a different chromebook.

Symptom: Chromebook has been damaged (cracked screen, missing key, power cable is jammed, etc.)

Solution: Immediately bring to the school and exchange for a different chromebook. *** *There may be a fee based on the nature of the damage (Please refer to the Chromebook Distribution Agreement in Part IV, Annual Parent Notices).*

SECURITY



Your chromebook is protected by an internet filter called Go Guardian. This prevents students from going to harmful websites, and it also alerts district administration of inappropriate or unsafe internet activity. For more information about GoGuardian, visit www.goguardian.com.



Student activity on Google is monitored by a program called Gaggle. This software picks up on words or images that are inappropriate or unsafe. If this type of language or image is found in student work related to Google, a school official will be alerted and follow-up action will be taken. Gaggle has helped to protect RUSD students from bullying language, self-harm, and other unsafe on-line situations since 2017. For more information about Gaggle, visit www.gaggle.net.

DIGITAL CITIZENSHIP

Now, more than ever, it is critical for families to pay attention to the on-line behaviors of their students. RUSD highly encourages parents to visit the information and resources developed by *Common Sense Media* @ www.commonsense.org/education/digital-citizenship.

Common Sense Media has recently developed Family Engagement Resources for Corona Virus Support. This information is related to how parents can help students stay engaged and safe in a Distance Learning Environment.

Following are some additional topics and resources that are supported:



OPT OUT PROCEDURE

Date: _____

To: School Administrator

Our family has circumstances that would create a hardship for our student to bring a school issued computer to and from home; therefore, we will be opting out of receiving a district-issued Chromebook. By opting out, we are agreeing to the following:

1. Our student has access to a computer at home and will have access to the computer for all necessary schoolwork.
2. Our computer has the following minimum specs:
Chromebook- 79 or higher
Laptop- Windows 10 1803 or higher
Desktop- Windows 10 1803 or higher
iPad- iOS 11 or higher
Mac- 10.13 or higher
3. We understand that by using a personal computer at home, it may not contain all the internet safeguards as a district-issued Chromebook.
4. We understand that all rules about Acceptable Use and Internet Safety still apply, even on a personal computing device.
5. We will notify our site administrator if we change our mind and would like to check out a district-issued Chromebook.

Upon returning to school, we understand that students who do not have a district-issued Chromebook will need to check one out each morning at school, and check it back in at the end of the day before they go home. This will need to be done daily.

Student Name (Please Print)

Parent/Guardian Signature

PART II: Connectivity



LOCAL LOW COST WIFI OPTIONS

VERIZON K12DL LOW COST WIRELESS DATA PLAN

Program Overview:

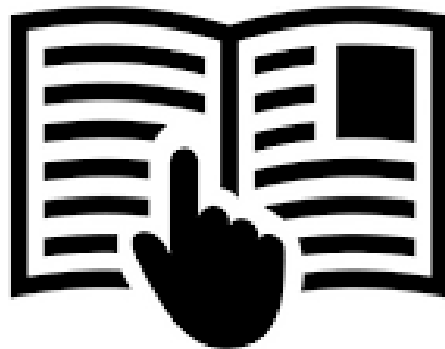
- Device (Jet Pack, hotspot/MiFi) is \$57 plus tax on FRP or Bring your own Verizon approved device
- \$10 Unlimited Data Plan (no speed reductions) per device
- 3 month service commitment (cancel service after three months)
- Can be expanded for an additional 9 months at same monthly rate
- Unlimited Data with no speed reductions
- NO set up fee
- School must sign a customer authorized service agreement
- Call 800 317-3841 for information

Everyone On

Program Overview:

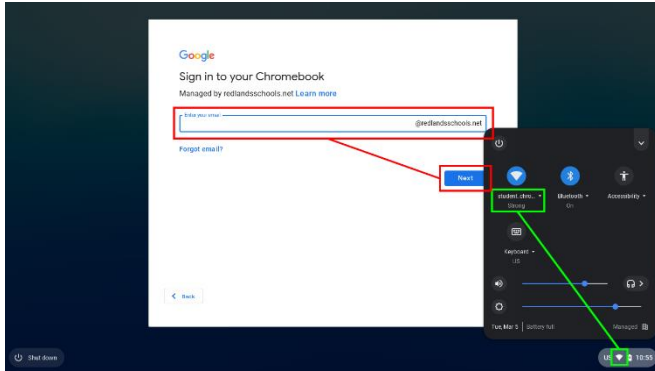
www.everyoneon.org/lowcost-offers provides a list of Low-Cost Internet Service Programs for Individuals and Families. Special Offers due to COVID 19 are also available.

PART III: How-to-Guide



BASIC CHROMEBOOK USER GUIDE

Logging In

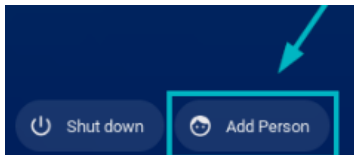


Students and teachers will log in to Chromebooks using their Google accounts (@redlandsschools.net).

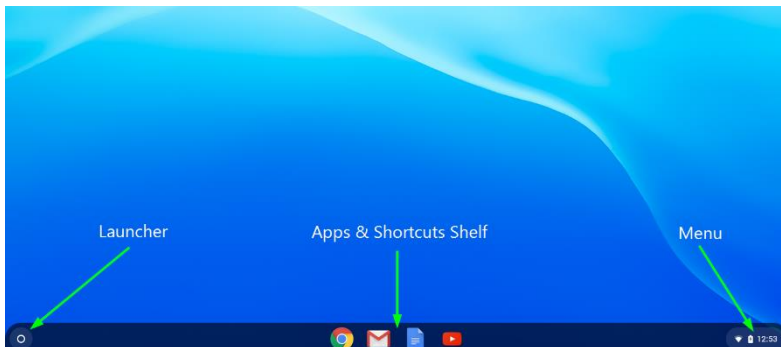
- Username: Network Login ID (example: jasonbor.29837)
- Password: **9-digit** permanent ID number (example: 310009253)

*Chromebooks need to be connected to your home wifi

Adding New Users



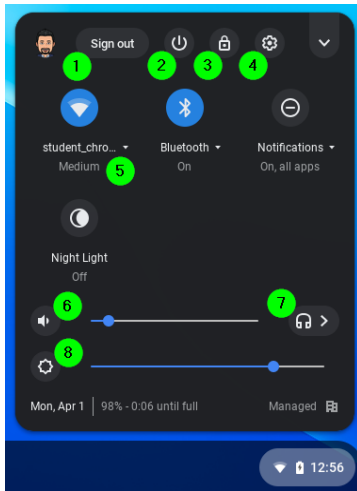
A Chromebook can remember multiple students at once. Add additional students by clicking on "Add Person" on the login screen.



Chromebook Desktop

Additional applications, such as a Camera, Calculator, and Files can be found using the Launcher.

Chromebook Menu



1. Sign out
 - a. To be used at the end of each use; necessary for another student to use the device
2. Shut down
3. Lock device
4. Device/account settings
5. Network
6. Adjust volume
7. Speaker/mic settings
8. Adjust brightness

Additional Information

Please view this tutorial video for additional information on operating your Chromebook: bit.ly/2Un62xX

STUDENT LOGIN PROCEDURES

Students will need to login to their district-provided Google account to complete schoolwork on a personal device. If using a district-provided Chromebook, they will need the same account information to login.

Google Account / Chromebooks

- Go to <https://accounts.google.com>
- Username: Network Login ID (example: jasonbor.29837@redlandsschools.net)
- Password: **9-digit** permanent ID number (example: 310009253)

**If your child does not have their network login ID or 9-digit permanent ID number memorized, these two pieces of information can be found in your Aeries Parent Portal by going to “Student Info” and clicking Demographics then choosing the Student Data 2 tab. The permanent ID will be in the 2nd field below your student’s name and the network login ID is in its own field on the right of their student email. If you do not have an Aeries Parent Portal, please email support@redlands.freshdesk.com to have one created for you.*

Many district-provided core curriculum resources can be accessed via our single sign-on dashboard called Clever.

Clever

- Go to <https://clever.com/in/redlands>
- Username: Network Login ID (example: jasonbor.29837)
- Password: **10-digit** SSID number (example: 2983768190)

**If your child does not know their 10-digit SSID number, email support@redlands.freshdesk.com to obtain this information. Please provide the student’s permanent ID or full name in the email. This can also be found in “Student Data 2” in Aeries Parent Portal.*

The same username and password used for Clever also work for the additional listed core curriculum resources:

- Think Central (Elementary) - <https://www-k6.thinkcentral.com/ePC/start.do>
- MyHRW (Middle School English) - <https://my.hrw.com/>
- HMH (High School Chemistry) - <https://www.hmhco.com/one/>
- Pearson (High School English) - <https://cutt.ly/ftmMbQs>

PART IV: Parent Notice



CHROMEBOOK DISTRIBUTION POLICY

The new California Common Core State Standards create the opportunity to improve education and address the technology needs of our students. Students can benefit by the frequent and appropriate access to technology. This access improves the opportunity to learn, analyze, research and create. In order to facilitate this, the Redlands Unified School will make a chromebook available to students who need access to technology at home. This will provide equitable access to learning experiences for all students as they will now have the ability to take a device to and from school.

Student/Parent Responsibility

Each student will be responsible for the device that has been assigned to them. In the event that the device is lost (stolen, not returned, missing, etc.) the student/parent will be responsible to pay \$200 for the replacement cost of the chromebook. This is very similar to the existing textbook replacement policy in use at RUSD and many other school districts. If the device is damaged and/or inoperable, the student will be responsible for returning the device to the school site for repair and will be charged a \$50 fine for damage repair. A replacement chromebook will be issued upon return of the damaged device.

Acknowledgement of Responsibility

By accepting a chromebook, parents and students are acknowledging that they are responsible for the chromebook unit that has been issued to them. If the unit is lost, they will be charged \$200 for the replacement cost of the machine. If the unit becomes damaged and/or inoperable as a result of negligence, they will return the unit to the school for repair and will incur a \$50 fine for damage repair.

G-SUITE NOTICE

Redlands Unified School District is committed to the integration of technology into student learning with the purpose of preparing them for a technology-driven world. California's Common Core State Standards include the use of technology when describing students who are College and Career ready. Properly prepared students will use technology and digital media throughout their education and well into their careers, regardless of the educational or professional path they choose.

With proper instruction and access to vital online resources, RUSD students will learn how to use powerful tools to realize their intellectual curiosity and promote their creative capacity. RUSD students use a variety of digital resources and tools to facilitate learning through research, communication, collaboration, critical thinking and creation. Students collaboratively research, create, edit and share files for school related projects, such as showcasing class projects.

Upon entering the school district, all students are issued a G-Suite (Google Apps for Education) account. With this account, students will have access to the following resources for the entirety of their educational experience in RUSD:

- **Docs, Sheets, Slides:** A word processing, spreadsheet, and presentation app similar to MS Office.
- **Classroom:** An online platform that saves time and paper, and makes it easy for teachers to create classes, distribute assignments to students, communicate, and stay connected.
- **Drive:** Store your files securely and access them from any device using Google Drive. Save projects and assignments from Docs, Sheets, and Slides eliminating the need for flash drives.
- **Mail:** Depending upon grade level, an individual email account for school use managed and monitored by the District.

E-mail delivery to student accounts is currently restricted and is only available for internal, student to student, student to teacher, and some district authorized external email addresses. This means parents and others outside the redlandsschools.net organization cannot e-mail students unless they receive prior authorization. Students in grades K-5 can only receive e-mail notifications from their teacher.

For additional information about RUSD instructional technology, online safety, and the rules governing on-line usage, please refer to the parent handbook. You can also access additional resources on the district web page under **Instructional Technology and Accountability.**

INTERNET SAFETY NOTICE

The Redlands Unified School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge. Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology posted to popular social networking Web sites. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation. The popularity of these Web sites seems to be growing. Facebook, tumbler, and Twitter for example, are said to have millions of members and have become the most popular “message exchange” sites among students nationwide.

Unfortunately, child predators, “cyber bullies,” and con artists are using some of these Web sites. To our knowledge, there are no adults officially responsible for monitoring the content on such Web sites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called “cyber bullies,” mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students’ home or school addresses, thereby becoming easy targets for predators.

The Redlands Unified School District has blocked the use of social networking Web sites from our school computers. We will continue to block objectionable material as we deem appropriate.

Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These Web sites are public domain, and anything posted there can be seen by anyone who has Internet access. Although most of what is written is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate this site by personally logging on to the site. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search results by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this Web site.

Individualized Learning Resources

Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. In providing educational materials—such as a learning management system to provide individualized instruction based on student ability determined by student input—these resources may collect students’ personally identifiable information. Parents/guardians will be deemed to have given consent for students under the age of 13 to access such educational resources, unless the parent/guardian affirmatively opts out of allowing student access to the educational program. To opt a student under the age of 13 out of access to online educational resources, not including state mandated assessments, parents/guardians should contact the site principal to process this request.

Helpful Tips and Resources

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with Facebook, MySpace, or similar Web sites. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example, SafeKids.com, located online at <http://www.safekids.com>, and Web Wise Kids, located online at <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by e-mail at webwisekids2@aol.com.

The Redlands Unified School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have questions or would like more information, please feel free to contact Student Services, 307-5300, extension 6729.

ACCEPTABLE USE POLICY NOTICE

The Redlands Unified School District strongly believes in the educational value of electronic services and recognizes the potential of such to support the curriculum and student learning in the district. The goal of the district in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Redlands Unified School District will make every effort to protect students from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent of the District is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is believed that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school and district staff supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on the school computer network just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The school computer network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the school's computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with school standards and will honor this Acceptable Use Policy. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files kept on the file servers to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school district computers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

"Electronic information resources" include, but are not limited to, any computer use, any information available via the Internet, any information available via the local area network, accessed using RUSD computers, computer software of any kind including CD-ROM and network resources, and video resources. Please read this document carefully. Listed below are the provisions of this Acceptable Use Policy. If any user violates these provisions, access to information services may be denied and you may be subject to disciplinary action.

TERMS AND CONDITIONS OF THIS CONTRACT

1. **Personal Responsibility:** As a student in the RUSD, I will accept personal responsibility for using electronic resources in accordance with the acceptable use guidelines outlined below. In addition, I will accept personal responsibility for reporting any misuse of electronic resources to the classroom teacher, computer lab instructor or the school principal. Misuse can come in many forms, but it is commonly defined as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, excessive violence, drug or alcohol use, gang related material, and/or other issues described below. All the rules of conduct described in the District publication entitled "Board Policy 6162.7 - Use of Technology in Instruction" apply when you are using the network to access information services.
2. **Acceptable Use:** The use of any electronic information resource must be in support of education and research and with the educational goals and objectives of the Redlands Unified School District (these may be found in the District document entitled, "Board Policy 6162.7 - Use of Technology in Instruction"). I am personally responsible for this provision at all times when using electronic information services.
 - a. RUSD provides access to electronic information resources for use in support of education and educational research only.
 - b. The use of personal electronic mail accounts is NOT acceptable. This includes any and all e-mail access including, but not limited to, web-based mail services such as those provided by Microsoft HotMail, Yahoo Mail, Netscape, and many others. Electronic mail access is only acceptable when the account has been provided by a representative of the RUSD.

- c. The use of chat room and instant messaging services is NOT acceptable. Chat access is only acceptable when moderated by a representative of the RUSD.
 - d. Any personal data stored on external media (including, but not limited to, CD-ROM, DVD, floppy disk, Zip media, Jaz media, or any other optical media) or accessible via the Internet (including personal web pages, FTP accounts, etc.) accessed using RUSD equipment must also meet the standards of acceptable use outlined in this document.
 - e. The use of RUSD equipment for playing games of any kind, including, but not limited to, games available online or via CDROM and intentionally wasting limited resources is strictly prohibited with the exception of games that are included as part of an educational software package supplied by the district.
 - f. The use of RUSD equipment for the purchase and/or ordering of merchandise or services for personal use is not acceptable
 - g. Use of other organization's networks or computing resources must comply with rules approved by the District Coordinator of Technology Services. This includes unauthorized use and access of wireless networks and the installation of personally owned network equipment.
 - h. Transmission of any material in violation of any United States statues and laws or other state organizations laws is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
 - i. Sending or displaying offensive messages or pictures, using obscene language, and harassing, insulting or attacking others is prohibited on or off campus.
 - j. Violating copyright laws, using another user's password, trespassing in another user's folders, work or files is prohibited.
 - k. Use of commercial activities by for-profit institutions is not acceptable.
 - l. Use of product advertisement or political lobbying is also prohibited.
 - m. Student home folders stored on district computers cannot be used to store non-educational related data, such as music files, images, and personal data files.
 - n. Student home folders stored on district network file servers may be reviewed by authorized district employees to ensure compliance with the above stated policies.
 - o. Inappropriate use of electronic information resources can be a violation of local, state and federal laws and the individual can be prosecuted for violating any of those laws and this may result in loss of computer access privileges.
 - p. Students further agree to follow the below guidelines and policies when conducting any school-related electronic communication, including but not limited to texts, emails and communications on third-party platforms, or cloud computing technologies such as Google Docs, Office 365, Blackboard, and social media sites.
3. Privileges: The use of the District information system is a privilege, not a right, and inappropriate use (as defined above) will result in a cancellation of those privileges. The Redlands Unified School District system administrator(s) (operating under the aegis of the Board of Education and the District Office) will decide what appropriate use is and their decision is final. The system administrator may close an account at any time deemed necessary. The administration, staff, or faculty of the Redlands Unified School District may request that the system administrator deny, revoke, or suspend specific user accounts.
 4. Services: The Redlands Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Redlands Unified School District will not be responsible for any damages suffered while using this system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The Redlands Unified School District specifically disclaims any responsibility for the accuracy of information obtained through its services.
 5. Security: Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the classroom teacher, computer lab instructor or the school principal at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account. Never distribute your password to other users. Any user identified as a security risk will be denied access to the information system. Examples of security risk behavior include attempting to access the account of another user, attempting, in any way, to access data or software that the user has not been given privileges to, attempting to modify the configuration of a computer workstation or server in order to gain access to restricted data or software and distributing your password to others.
 6. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, executing, uploading or creating computer viruses, and any attempt to disrupt network services. Vandalism includes any activity that can be described as "hacking, "cracking," and the like. Vandalism also includes the intentional damage of computer hardware, peripherals, and software media. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

7. Updating: The information service may occasionally require new user registration and account information from you to continue the service. You must notify the classroom teacher, computer lab instructor or the school principal of any changes in your account information.

REDLANDS UNIFIED SCHOOL DISTRICT
2020-2021 STUDENT AGREEMENT
(Applicable Only for the 2020-2021 School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL

Student Name: _____ Date of Birth: _____
Address: _____
City: _____ Zip Code: _____
Telephone No.: _____ Grade: _____
School: _____

STUDENT AGREEMENT:

I understand and will abide by the provisions and conditions of the RUSD Acceptable Use Policy. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Redlands Unified School District system administrator. Misuse can come in many forms, but it is commonly viewed as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, excessive violence, drug or alcohol use, gang related material, and/or other issues described in the Electronic Information Resource Appropriate Use Policy. All the rules of conduct described in the District publication entitled, "Board Policy 6162.7 Use of Technology in Instruction" apply when I am using the network. I also agree to be bound by the conditions in the Acceptable Use Policy (AUP) and any other school or district policies regarding computer and electronic technology usage. I agree that the school may impose discipline in accordance with its policies if I violate any portion of this policy.

Signature of Student

PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the RUSD Acceptable Use Policy and understand that the information system and the network is designed for educational purposes. I understand that it is impossible for the Redlands Unified School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to the Redlands Unified School District system administrator. Misuse can come in many forms, but it is commonly viewed as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, excessive violence, drug or alcohol use, gang related material, and/or other issues described in the Electronic Information Resource Appropriate Use Policy.

- I accept full responsibility for supervision if and when my child's use is not in a school setting.*
- I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.*
- If I do not want my child to participate in this program, I will notify the school principal.*

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

VIDEO CONFERENCING NOTICE

Distance Learning is an essential function of public education amidst the COVID-19 crisis. Distance Learning allows districts to support students in safely continuing their education. Distance Learning is a combination of content and online activities, as well as live video interaction between students and their teachers.

Many of our teachers will use video conferencing software to communicate with students for Distance Learning. Students may access instruction from their teachers in two ways:

1. Participate LIVE during the scheduled time
2. Watch pre-recorded instructional content that does not involve live student interaction

In light of our current circumstances and with the emphasis on Distance Learning, we recommend that parents check their students @redlandsschools.net email account frequently. This will ensure you receive all of the invites, memos, and instructions being sent by their teachers through Google Classroom. Please check with your teacher if you need assistance in obtaining your student's login credentials.

Please be advised that allowing your children to log in to video conference sessions means that you are consenting to this method of communication and the recording of the session for educational purposes. A teacher may need to share additional material that was not included in a live video conference session. In that instance, they will record the lecture and post it for all students within their class to access at a later time.

Teachers/Staff are the *only* individuals authorized to record these sessions. In order to protect the safety and privacy of our students, recordings may not be shared on external platforms, such as social media, without expressed parental consent in the form of the District Media Release. Students and/or parents may not record, take screen grabs or photos of video conferences that contain images or audio from students. These digital classrooms must adhere to the District Acceptable Use Policies.

[FERPA Statement](#)

[Parent and Student Guidelines for Video Conferencing](#)

[RUSD Distance Learning Information](#)

All expectations for classroom behavior will be observed within this Distance Learning environment. Students who use inappropriate language, share inappropriate images, or otherwise behave inappropriately in a video conference are subject to appropriate consequences. It is the responsibility of parents and caregivers to oversee the use of the Internet and school devices by students.

PART V: Customer Support



WHO TO CONTACT FOR SUPPORT

Connectivity Issues:

call: (909) 748-6787

Login Issues:

email: support@redlands.freshdesk.com

Broken Computer:

Bring to site asap

Distance Learning Parent Resources:

website: <https://sites.google.com/redlandsschools.net/parenttoolkit/home>