LINCOLN PUBLIC SCHOOLS
Learning TOGETHER

Remote Learning Technology Guide

The LPS technology team is here to support your learning this year. This guide will help families and students get started and prepare for a year of learning together with your teachers, classmates, and your school community.

Getting Started

All LPS students will receive a school iPad this year for accessing learning both remotely and at school. Before using a school-issued iPad for the first time, students should do the following with their family:

- Learn how to get support
- Review the guidelines for safe and responsible use
- Review how to care for your school iPad
- Connect the school iPad to your home network
- Try logging in to the core learning platforms - Seesaw (K-2) or Classroom (6-8)
- Review the classroom learning guidelines and expectations shared by your classroom teacher on the first day of school.

When you complete those six tasks you will be ready for learning this year!

Contacting the Help Desk for Support

Call: 781-214-8117
Email: support@lincnet.org
Web: https://www.lincnet.org/homelearning
Hours: 7:30am-3pm
Extended support hours on Tuesdays: 7:30am-7pm

Responsible and Safe Use

Students, Families, and the School District all play a role in helping students use technology safely and responsibly.

Students…

… use the school-issued iPad and other technology resources only for learning activities.
… always follow classroom, school, and district rules for using technology.
… never share personal information or account information with others.
… never try to "get around" or "beat" the school content filter.
… always talk to an adult (such as a parent or a teacher) if they encounter something they feel is inappropriate or concerning.
… always protect their iPad by keeping it in the case.
… charge their iPad every night.
… bring their iPad to school every day (if attending in-person).

Families…

… review with their children classroom, school, and district rules for using technology, including the School Committee ICT Policy.
… develop home routines and expectations (two important steps we recommend are setting a night time technology curfew at least one hour before bedtime, and designating a location for charging the iPad at night outside of the child's bedroom).
… monitor and supervise student technology use at home.
… contact the support help desk for any support needs or if the iPad is damaged.

The School…

… filters all internet traffic on the iPad both when at school and at home.
… enforces a night-time "internet-off" period from 10pm-5am.
… provides technical support and fixes any issues with the iPad.
… reviews 3rd party software services for privacy and security practices that protect student information (see the approved list at https://www.lincnet.org/Page/3728).
… teaches students how to use technology safely and responsibly.

Caring for Your iPad

These tips will help you keep your iPad in good working condition and ready for learning:

1. Always use the case. The case protects your iPad from damage.
2. Pick a specific storage/charging location at home, and keep the iPad there whenever it is not being used.
3. When transporting the iPad in a backpack or bag always make sure the cover is closed.
4. Always use your iPad on a secure, flat surface such as a desk or table where it cannot easily fall or be dropped.
5. Plug and un-plug headphones carefully to protect the headphone plug from being damaged.
6. Never transport the iPad in a backpack or bag with headphones plugged in. This can result in damage to the headphone jack.
7. Clean your iPad using a soft, lint free cloth.
8. Disinfect your iPad using disinfectant wipes such as Clorox or Lysol wipes, or 70 percent isopropyl alcohol wipes.

More information about cleaning and disinfecting iPads:
[How to Clean and Disinfect iPads](https://support.apple.com/en-us/HT204172)
https://support.apple.com/en-us/HT204172

Connecting to Your Home Network

Your iPad will connect automatically to the school's wireless network. Follow the steps below to connect to your home network:

1. Open the Settings app .
2. Tap on Wi-Fi, then turn on Wi-Fi if it is off.
3. Tap on the name of the network you want to join.
4. Enter the network password when prompted.

If the Wi-Fi icon appears at the top of the screen then the iPad is connected to the Wi-Fi network.

Accessing the Core Learning Platform

Seesaw (K-2) and Google Classroom (3-8) are the core learning platforms in the district. They are the hubs for learning, and where students will go each morning to access all of their learning activities, Meet information, and other resources.

For additional documentation, including step-by-step instructions and video tutorials, please visit https://www.lincnet.org/homelearning

Seesaw (K-2)

Students will sign into Seesaw through the Clever portal.

1. Open the Clever app
2. You will see the Clever badge camera. In the top right corner you can toggle between the front facing and back facing camera.
3. Hold your Clever badge up to the camera.
4. You should see a green check mark indicating a successful login.
5. The Clever app will then open in the Safari browser where you can access all of your learning applications.

6. Tap the Seesaw icon CLASS to open the Seesaw app.

If you do not have your Clever badge, you can alternately use your school assigned Google username and password to login. When logging in with your Google account, if you do not see Lincoln Public Schools listed on the login page, search for the name of your school (*Hanscom Primary, Hanscom Middle, Lincoln Smith, or Lincoln Brooks)* first.

Google Classroom (3-8)

Students are able to sign in to Google Classroom directly from the classroom app*.*

1. Open the Google Classroom App
   .
2. Enter your school assigned Google username *username@lincolnms.org or username@hanscomms.org* and tap **Next.**
3. Enter your school account password and tap **Next.**

Google Classroom can also be accessed from the Clever portal.

Accessing Google Meets

Google Meet is the video conferencing platform used for all learning activities. Teachers will provide a meeting code/nickname that will need to be entered into Google Meet. Students must be logged into their school Google account to access the Meet using the nickname their teacher provides.

1. Open Google Meet
2. If you are not signed in
   a. Tap **Sign in**. If you see your school username, tap it.
   b. If you do not, enter your school Google account username (*username@lincolnms.org* or *username@hanscomms.org*) and tap Next
   c. Enter your school password and tap Next.
3. Tap **Meeting code** and enter the meeting code/nickname your teacher provided.
4. Tap **Join meeting**.

Google Meet District Expectations

Google Meet is an extension of the Classroom. District Rules (the ICT Policy), School Rules *(Smith or Hanscom CARES values, Brooks Social Contract)* and Classroom Rules **all apply** to everything we say and do in our online communication and behavior. Our district norms for Google Meet state:

*I will r**espect myself, my family, my classmates, and my teacher.***
- I will use the Meet only when a teacher is present in the Meet.
- I will use the same language and behavior online as I do in our classroom.
- I will follow specific rules my teacher gives for participating in our Meet - like muting my microphone when I'm not speaking.

*I will respect the **privacy and rights of others**.*
- I will not make, save, record, share, or post any recordings (screenshot/photo, audio, video) of any part of these online sessions.
- I also understand and agree that when I join a Meet, my teacher might record and save these sessions for school-related reasons.

*I will look out for the **security and safety** of myself and others.*
- I will not share my log-in information with other students.
- I will not try to log into any account that isn't mine.
- I will not share Meet links, codes, or nicknames with others.
- I will not share my personal information (like my address and phone number) or the personal information of others.

Accessing Other Software

Students can sign into most of the apps they will use through the Clever portal. Students in grades K - 3 will sign in using Clever badges. Students in 4 - 8 will sign in using their school Google account. If a student in K - 3 can't access their Clever badge they can also sign in using their school Google account.

Clever sign-in using a Clever badge

1. Open the Clever app ![Clever icon].
2. You will see the Clever badge camera. In the top right corner you can toggle between the front facing and back facing camera.
3. Hold the Clever badge up to the camera.
4. You should see a green check mark indicating a successful login.
5. The Clever app will then open in the Safari browser where you can access all of your learning applications. You may need to scroll down on the page to see all the apps.

Clever sign-in using a Google account

1. Open the Clever app ![Clever icon].
2. If you do not see Lincoln Public Schools listed, search for the name of your school (*Hanscom Primary, Hanscom Middle, Lincoln Smith, or Lincoln Brooks).*
3. Choose **Log in with username/password.**
4. Choose **Log in with Google.**
5. If you have already logged into Google choose your school account. If you do not see your school account, tap Use another account and log in with your school account (*username@lincolnms.org or username@hanscomms.org*).

The district has transitioned most applications to use a single Clever/Google account, but a small number of applications still use a "legacy account" for access. This legacy account is included on your account information card for your reference. Your child's teacher will tell you if it needs to be used for a particular application or service.