

## **CAC Middle School Technology Protocol – Off Site Instruction – February 2011**

### Students will:

- Be sure to have daily access to both a computer and the Internet.
- Know and share their usernames and passwords for Moodle and CAC Google Apps with their parents. Use the same student password for Moodle and Google.
- Log onto Moodle each morning to see if there are new updates or announcements.
- Log onto and use Moodle, CAC Google Apps and any other applications already used in regular class session.
- Read and follow all directions carefully as outlined in the assigned activities.
- Use their CAC Google email for correspondence with teachers about their Class.
- Share their assigned activities through GoogleDocs or submit through Moodle. Avoid attaching assignments to emails. Students are expected to keep backup of all their completed activities.
- Meet all deadlines for assigned activities.
- Immediately contact teacher (academic assistance) or tech support (tech assistance) if help is needed during regular school hours.

### Teachers will:

- Use their CAC Google email for correspondence with students.
- Post instructional materials and assigned activities to Moodle based upon the unit currently being studied.
- Make individual class sites (e.g. wikis) directly accessible through Moodle.
- Post the amount of time assigned activities should take and its due date, a minimum of four days.
- All assigned activities are accessed and submitted through Moodle or Google Apps. Other online applications (i.e. Turnitin or Voicethread) might be used by teachers if the application is already being independently and competently used by students in their regular class sessions.

### Parents will:

- Inform the Middle School administration if your child is out of the country during the school closure or is ill during this time, supplying contact email and telephone numbers.
- Ensure that their child has a computer, Internet and printer access regardless of location.
- Ensure their child is logging onto Moodle daily, with support when necessary.
- Know their child's username and password for Moodle and CAC Google Apps.
- Regularly check their email and the parent intranet (<http://www.cacegypt.org>) for the latest information.
- Set up a study schedule for the week as well as designating a quiet study area.
- Ensure that time is devoted daily and all assigned activities are completed by the due date.
- Browse the schools Technology Support web sites or call/skype Middle School Tech Support when help is needed.
- Immediately contact teacher (academic assistance) or tech support (tech assistance) if help is needed during regular school hours.

### Middle School Parent and Student Support Site:

<https://sites.google.com/a/g-cacegypt.org/student-and-parent-technology-support-site/>