



Dear Kiski Area Parents and Guardians,

Beginning on Monday, March 30, 2020, we will begin our distance learning plan for all students in grades K-12. Please see the information below for instructions for students with a device and internet access and for those currently without a device and internet access.

For Students with a Device and Internet Access

All teachers in the District have created a Google Classroom for your child to enroll in their class. Google Classroom enrollment codes for students will be emailed to both the student and the parent (to the email we have on file for Skyward). This information will be sent to you no later than Friday, March 27, 2020 at 3:00pm, if it has not been sent to you by your child's teacher already.

Right now, there are two things that we would like you to gather and practice before Monday.

1. Please practice logging into [Skyward](#) with your child. It is important to note that you must log in with your child's username and password. This is how we are going to manage attendance each day. This will not work if you are logging in with a parent username and password. Every student will need only to log into Skyward and log out each day. We are able to track attendance using this method.
2. Please practice going to classroom.google.com or the Google Classroom app if using a smartphone. The default login information for students is their email address (firstname.lastname@kiskiarea.com) as their username and kiski+four digit lunch pin as their password. (example password: kiski1234). Once your child receives his/her classroom code, they can join a class. It is important to note that there are many students in the district who have been using Google Classroom and are familiar with how it functions.

We fully anticipate that you may have questions related to the above instructions and may need extra help and support. Because of this need, we have created a help desk that you can call to receive answers to technical questions. The primary function of this Help Desk will be:

- Password resets in Google and Skyward
 - Assistance with connecting district devices to home wi-fi
 - Assistance with connecting to district-issued hotspots
 - Issuing District Hotspots after approval of Director of Technology
 - Assistance in navigating Google Classrooms, Meets, etc.
 - Issuing loaner district devices in cases of physical damage
- (Continued)

**At any point during the process if you are encountering technical difficulties please contact our helpdesk at 724-845-8181 (Choose option 8)
For Academic concerns please contact your child's building**



This help desk is currently active and can be reached by calling 724-845-8181 and choosing option 8 on the menu. The help desk will be in service from 7:30am to 8:00pm Monday through Friday with the bulk of the staff available between 7:30 to 3:00. I again ask for your patience as we may initially experience a high volume of calls. Please note that this help line is not for academic questions or concerns. If you have concerns in that realm, please contact your child's teacher or building principal.

For Students Without a Device or Internet Access

Our goal is to provide online and device access for every student in grades K-4 who does not currently have it. During the week of March 9-13, we conducted surveys (paper/pencil in grades K-4 and in person w/students via homerooms in grades 5-12) to gather information on which families had internet access at home. This past week, we placed phone calls to families who indicated that they did not have any internet access as well as those families who had children absent in the district on the days that we gathered that information. If your telephone's voice mail is not set up or is full, you will need to address this as soon as possible so that we can keep in contact with you. We will be in touch again to discuss a distribution plan with you. The expectation is not that students will need access to a device for an entire traditional school day, so if there is a device in your home, it can be shared between children.

In the meantime, we will have printed copies of weekly assignments available for pick-up at your child's school beginning on Monday (3.30.20). All content specific and grade level assignments will be exactly the same for each building. For example, if your child attends North Primary, all content and grade level specific assignments will be exactly the same regardless of your child's teacher. This is the same for each building. Therefore, you are certainly welcome to pick up a weekly assignment for a friend or neighbor. Assignment pick-up and drop-off will occur on Mondays. For week one, which will be pick-up only, please follow this schedule:

- All materials for your child can be picked up at their building between the hours of 9:00am and 2:00pm.

The following Monday (4.6.20), we will have both drop-off and pick-up of additional materials, should it be necessary. Attendance for these students will be recorded based upon whether the child's work has been completed from the previous week.

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