

Instructional Plan **for Remote Learners** **School Year 2020-2021**

Introduction

While there is no ideal replacement for in-the-classroom learning, the Mount Union Area School District will work to provide robust educational opportunities that challenge students and help them achieve academic growth. We are focused on keeping the learning process moving forward while you and/or your child have chosen to receive instruction remotely. This following information should help guide you to the district's procedures for ensuring remote teaching and learning during our temporary school closure.

Classroom Schedule

Your child will be required to follow their normal school schedule, attending classes online as they occur in the live classroom setting. In some cases, the teacher may allow work to be completed outside of the normal class time; they will let your child know if this is an option.

If your child must be quarantined, your child's normal daily schedule may change.

Attendance

Attendance will be taken during every class period through Microsoft Teams. Your child **must attend for the entire class period** unless the teacher has allowed for independent work later. If your child is not present for the duration of the class period, they will be marked absent.

Assignments

All students enrolled in remote instruction are required to complete all assignments and assessments for each class. If work is not completed or if your child is failing, they will be required to return from remote learning to face-to-face learning.

Academic dishonesty procedures will be in effect for all students, as stated in all the district's handbooks.

Online Format

The Mount Union Area School District has adopted the **Microsoft Teams Meeting** learning management tool through Office 365 as the primary means for providing

remote classroom instruction. Your child already has the Teams app downloaded onto their computer devices provided by the school district. The teacher has invited your child to each of their classes through this Teams app. Your child must go to their designated class time to log into the live classroom. Please make sure your child has one Team for every course they are enrolled in.

Logging into Teams

To join a Team, click on the meeting invitation on the calendar feature of Teams. Click “Join”. Be patient as the teacher will have to let your child into the class.

During class, the teacher will be presenting content and leading lessons just as they always have except for facilitating online instruction. All documents and material presented on the whiteboard will be shared with your child through the computer, so it is **mandatory** that your child is present during the entire class period if the teacher is sharing their screen.

It is best if your child to check in with the camera at the beginning of class, and then mute the computer and turn off their camera unless they wish to speak. This will prevent any distractions that may occur in the home from disrupting live classroom instruction. Once the audio is muted and the camera is off, your child can use the “Chat” feature to communicate with the teacher. The “Chat” icon looks like a speech bubble.

Sometimes the teacher may plan for independent activities. When this occurs, the teacher may check in at the beginning and end of class only. In other words, the lesson would not be livestreamed. This will help save bandwidth.

Troubleshooting

If your child cannot access Teams on their computer, please check to make sure the following settings are set. Go to “Settings”, then click on “Devices”. Ensure that the audio device on your child’s computer says, “PC Mic and Speakers”, unless you have an external headset and/or microphone connected for your child to use. The district will not provide these headsets and microphones if you choose for your child to use one; we have provided the computer only. If your child’s device is set on default, this is fine.

If you are still having trouble connecting to your child’s classroom instruction, please let the teacher know immediately through email or phone. Our technology department will do our best to troubleshoot your issue. However, the district will not be responsible for poor internet connection. See the next section to increase your internet speed or to access free or reduced options from various providers.

Internet Access

You are expected to have internet service in your home or at the location where your child will be attending classes.

If you need internet access, there are several options for you to try:

Option #1: Use a company that is offering discounts or free access to the internet during the pandemic. Here are some resources to help:

- Xfinity WiFi hotspots located in out of home locations like small businesses will be available to anyone who needs them for free — including non-Xfinity Internet customers. See our [Xfinity WiFi hotspot map](#). Once at a hotspot, consumers should select the "xfinitywifi" network name in the list of available hotspots, and then launch a browser.
- Comcast/Xfinity is looking for ways to help through our Internet Essentials program, the nation's largest and most comprehensive broadband adoption program for low-income Americans. Effective March 16, we are putting in place two substantial program enhancements to help these families deal with this crisis.
 - They will make it even easier for low-income families who live in a Comcast service area to sign up by offering new customers 60 days of complimentary Internet Essentials service, which is normally available to all qualified low-income households for \$9.95/month.
 - They are increasing Internet speeds for the Internet Essentials service from 15/2 Mbps to 25/3 Mbps for all new and existing customers, which will be the speed of the service going forward. In this way, they will ensure that Internet Essentials customers will be able to use their Internet service for all their increased needs as a result of this health crisis.
 - We want to make it as fast and simple as possible to access this service:
 - To receive the increased Internet speeds, existing customers will not need to do anything.
 - For new customers, applicants can simply visit www.internetessentials.com. The accessible website also includes the option to video chat with customer service agents in American Sign Language. There are also two dedicated phone numbers 1-855-846-8376 for English and 1-855-765-6995 for Spanish.

- CenturyLink offers LifeLine service to low-income families. [Find out more here.](#)

Option #2: Access the Internet from the school parking lot. You should park in the spaces closest to the building. Student devices will automatically connect to the proper Wifi (just like in the classroom). The public can access the “MUASD Public Wifi” network on non-school devices. PLEASE REMEMBER TO FOLLOW SOCIAL DISTANCING GUIDELINES and stay in your vehicle.

Online Netiquette

Be prepared and on time. Remember you are in class.

Know how to use the Microsoft Teams program as this is the format that all remote classes will be using. There is a helpful resource found on the district’s website for Microsoft Teams.

You may want to use a headset with a microphone. The school will not provide these but will provide the computer.

Establish a work area in your home for your child to participate in classroom instruction. Make sure the background is free from distractions and noise. This includes the use of inappropriate language by others in the home. Your computer should remain muted until directed otherwise by the teacher.

The district’s dress code is still applicable. In addition, those in the background will need to be dressed appropriately.

Chat boxes are incorporated into many online classes as a place for students to share ideas and ask questions related to the lesson. It can be a helpful resource *or* a major distraction—it all depends on how well students know their classroom netiquette. If your child does not practice proper netiquette, they will risk the chance of being blocked from the chat feature.

Failure to comply with the netiquette rules will result in the removal from the remote learning option.

Additional Support with Microsoft Teams

Please visit the district's website to access the Microsoft Quick Start Guide for Students as well as some other helpful resources. These resources are found on the District website main page under *MUASD Parents and Community*.

Please visit this website for online education resources for families:
<https://www.microsoft.com/en-us/education/remote-learning/parents>

Please visit this website for more support with the Microsoft Office 365:
<https://www.microsoft.com/en-us/education/students/resources>

Need More Assistance?

If you are having a specific technology issue and you believe that it is on the school's end, you may email mswan@muasd.org.

If you have a specific curriculum or MS Teams issue, you may email mhall@muasd.org or your child's building principal.