



# SOTO Parent Technology Manual

2020-2021

## Need Technology Support?

Technology Office Phone: 573-552-8924

Technology Office Email: [technology@osageschools.org](mailto:technology@osageschools.org)

Technology Support Portal: <https://support.osageschools.org> (Includes FAQs and how tos)

## The iPad

iPads and chargers will be assigned to all students in grades K-12. Heritage students will be using an iPad Air 2 or iPad 5th Gen in a rugged case. Upper Elementary Students will be using an iPad 6th Gen with a Logitech Rugged Combo 2 Case. Middle and high school students will be using an iPad 7th Gen with a Logitech Rugged Combo 3 Case.

**Charging:** We recommend that you child keeps the device charged nightly and that the chargers stay at home. There will be chargers provided in classrooms if the device runs out by the end of the school day.

**Sanitizing and Cleaning:** "Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, you may gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces. Don't use bleach. Avoid getting moisture in any opening, and don't submerge your Apple product in any cleaning agents." -support.apple.com



Canvas

### Logging In

School of the Osage has set up all parents/guardians with observer accounts in Canvas. We have joined your user account with your student. We will send home your parent/guardian login information at registration, the first day of school, as well as email you any login information.

- Canvas Parent App
  - The parent app is a friendly way to show you all the information about your child's assignments.
  - Step 1: Download the Canvas Parent App from the Google Play or Apple App store on Android and iOS.
  - Step 2: Once in the app tap "Find School" and type "osage." Choose "School of the Osage" which will be the first option available.



CANVAS  
PARENT

Find School

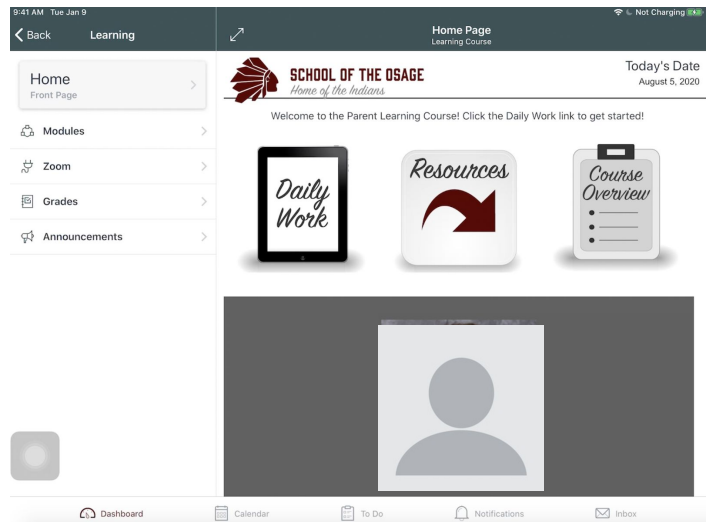
QR Login

- Step 3: Enter the parent credentials provided on the User Information handouts.
- **Canvas Student App**
  - If you would like to see a mirror image of what your child is doing in their class, you can download the Canvas Student App and login with your user credentials. Logging in follows the same steps as the Parent app listed above.
- **Desktop or Web Browser**
  - If you prefer to login to Canvas from a computer you can go to <https://osageschools.instructure.com> and login with the parent credentials provided on the handout.

### Viewing Course Content

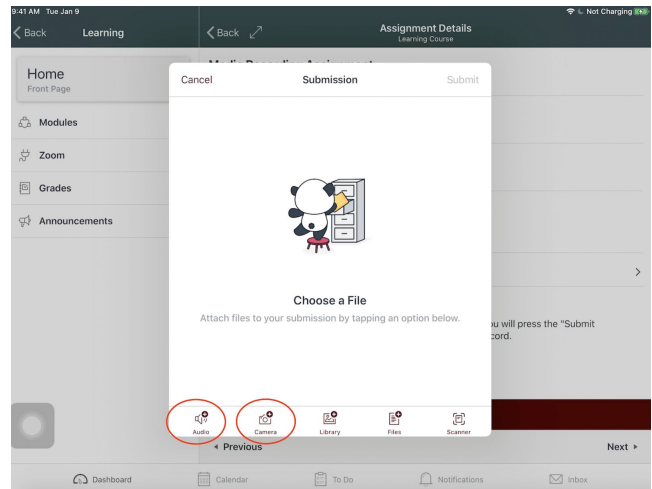
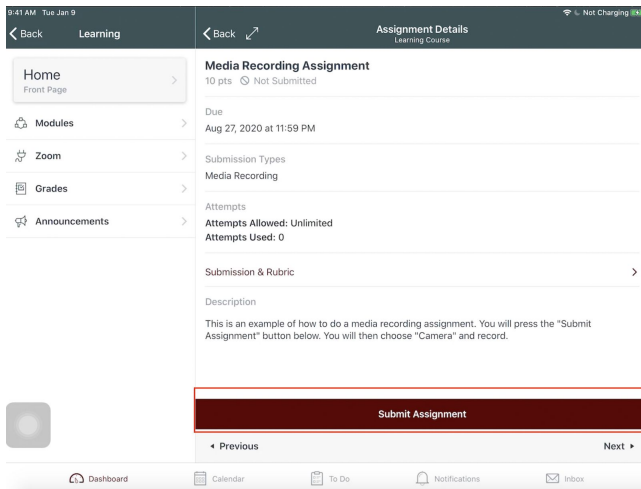
All courses at School of the Osage look exactly the same. These courses can be accessed from the Canvas Dashboard. Your child will have three links on any course homepage that take them to the following options.

- **Daily Work** - this is where you will find all the work assigned to your students on a daily basis.
- **Resources** - this is where you student can access resources like i-Ready, course books, and support links.
- **Course Overview** - this is where you can see the scope and sequence of your child's course.



### Submitting Assignments

- **Media Recordings**
  - Media Recordings provide the option to take a picture, record audio or video or upload an image or video from the photos app.



- In an assignment press “Submit” and then choose the camera or audio to record.

- File Uploads

- File upload submissions work almost identically to media recordings. The only difference is you will be choosing a file from your child’s device to upload.

### Grades

- Unofficial grades for your child can be found in the “Grades” tab within your students course. Know that your child’s teacher will keep these up to date as much as possible. (Note this is for grades 3-12)



### Remind

Remind is a unified tool to keep you connected with your child’s teachers. You can call your teacher through Remind, text message them, or send them messages through email.

### Enrollment Process

- Parent One in a household will be automatically enrolled in their child’s Remind courses. If other parents would like to join, they can create a Remind account at <https://remind.com>. To join classes with that account the parent will enter the join code shared by the teacher in their welcome message to parents.

### Setting Remind Preferences

- If you would like to customize your Remind notification preferences, you can log into Remind at <https://remind.com> or by logging into the Remind app. You will see the option to customize your account settings and notifications. Feel free to remove or add phone numbers or edit the email addresses listed here.

### S



SIS-K12 houses the official gradebook and is your portal for online registration. Grades will be synchronized in SIS-K12 from Canvas every Tuesday. SIS can be accessed at <https://sdm.sisk12.com/ot>



All meal fees and program fees can be paid in MySchoolBucks. To get started go to MySchoolBucks.com and create an account. After your account is created, follow the directions to add your child to your account. To avoid any convenience fees, you can always pay in person with cash or check at your school’s office.

## securly:// Internet Filtering

Devices are filtered on and off campus through Securly. Filtering categories are set by age and curricular need.



## Internet Connection Options

### Local Providers (Physical Connections)

- Spectrum
- AT&T

### Local Limited Providers (Wireless and Satellite)

- Hughesnet
- ViaSat
- AT&T Wireless
- US Cellular

### School-Provided Options

- US Cellular Hotspot (Includes Data Cap - Applications can be filled out in school offices)
- Wi-Fi in Heritage and Upper Elementary Parking Lots
- Wi-Fi provided in school buildings and common areas



## Device Insurance Information

### iPad Insurance Program Cost

All Students: \$10 per student program enrollment cost

### Device Deductibles / Charges

Damage Type	Insured Device	Uninsured Device
Broken screen or other issue	\$15 deductible	\$100 repair fee
Lost or stolen device	\$50 deductible	\$350 replacement cost
Lost or damaged charging cables	\$15 charge	\$15 charge

In the case of device damage your student should return their device to their school library or the technology office at the Upper Elementary 626 Hwy 42, Osage Beach, MO.