

**Expectations for Students:**

- Computer & charger should be brought to school daily.
- Computer should be charged the night before.
- Students should not download any software onto their computer (Minecraft, Spotify, etc)
- Students should only use the chat feature (including video chat) to talk with peers from their classes.
- Call into virtual classes on time, cameras are not required, but participation through the chat or turning on their microphone is expected.
- If a student cannot log into class during the allotted time, they should log into Canvas to view class recording and complete any work assigned.
- Student is liable for their computer while in the building and at home. If their computer is lost, stolen, or damaged (accidental or intentional) the student will be charged the appropriate fee.
- Any form of bullying, harassment, or inappropriate use of technology, chat or video could result in loss of privileges.

**Expectations for Parents:**

- Provide a working email and phone number to Harding.
- If your student cannot attend virtual class for whatever reason, you will still need to call them out by calling the office, 242-5573.
- If a problem arises with the computer, first line of support should be the district hotline, 242-8445.
- If the district forwards you to the building, please be checking your email. Our technology team does the position on top of a full-time role in the building, so the ability to make phone calls during the day is limited.
- Check for regular grade reports and missing assignments in Infinite Campus.
- Pay for replacement chargers and repairs for damaged computers. All fees are added onto Infinite Campus.
- Monitor your student's activity on Teams, Canvas, and other sites.

**Expectation for Building:**

- Provide each student a computer. However, if the student lacks responsibility for their computer, they may be asked to leave it at the building. If we are out of computers and yours is damaged or not working properly, you may have to wait until more computers are given to Harding.
- Provide access to power strips to charge computer throughout the day in all classrooms.
- Limited classrooms will also provide access to chargers if a student forgets theirs at home.
- Post videos of classes on Canvas for asynchronous learning.
- Send newsletters twice a month with content updates and any important building updates. These are sent via SchoolCNXT and Infinite Campus.
- Send out updated grade report each month via Infinite Campus.
- Technology team will communicate via email within 24 hours if it is a weekday or promptly Monday morning if contacted over the weekend.
- Provide receipt for any damages charged to the student's account. If the computer is not repairable, students will pay for the cost of the computer and that is appraised by the district based on the purchase year. No receipt for this circumstance.