

Appendix

Definitions

- **Moodle** is course management software that allows for discussions, interactive tests and content delivery.
- **Google Apps** include cloud based applications in our Pinnacle Apps suite, including e-mail, word processing, calendars, presentations, and spreadsheets.
- A **Weblog**, or “**blog**,” is a special type of Web page that can be created and easily updated using a Web browser.
- A **Wiki** comes from the Hawaiian term meaning “quick.” Through this program students will write and edit a series of articles.¹
- **Podcasts** are audio media files that can be accessed by computers or portable devices.
- **RSS** stands for Really Simple Syndication, and allows a user to subscribe to online content.

All of these tools are Web based; therefore if students have Internet access, they will be able to participate. If your child does not have Internet access at home, classroom time will be provided to complete assignments.

Meadow Hall will also be providing Android tablets from September 2014 to all our College students and Junior school – Year 4 – 6 only; to enable them fully utilize our digital resources.

What information and resources are parents and students able to access?

PinnacleSMS will be available to teachers, students and parents, at school and at home. With a single login, parents will be able to view information about each of their children. If the teacher uses Google Docs to hand-out or has students hand-in assignments using Pinnacle, then parents will be able to see student work submitted, along with student and teacher comments. In addition, parents and students can view their own information, including:

Homework

- Classroom teachers will be able to post homework expectations for students and parents to view. Links to Google Docs (or other files), project descriptions or marking rubrics, can be made available. The events and homework will be displayed in a monthly calendar format and a daily agenda format to encourage time management and planning skills.

News

- These channels communicate classroom, and school news/announcements to all users. Parents can choose to be automatically notified by email and SMS of new events posted in the portal.

Student Profile

- Meadow Hall may post interim marks reports, attendance information, and progress report information. Student timetables as well as course history and previous years’ progress reports are viewable in PinnacleSMS. Student Fees, course requests and course history can also be posted for each student

Online Resources

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- Links to screened resources from Wikipedia, Khan Academy, 30 million educational resources in Egranary digital library and others will be made available. Teachers may also post resources and links to support the curriculum.

Google Apps

- College Students will have access to their student work, calendars, and collaborative tools to create documents, presentations, and sites whenever they have access to the internet - at any time, from most types of devices. Students can maintain access to their email, files, and websites as they move from grade to grade. Please note email for students is closed i.e. they may only send and receive email between other students in Meadowhall and teachers only.

How it Works

During the school year, students may be asked to write responses on a Weblog (Blog), create or edit an article on a Wiki, create a sound file for a Podcast, or respond to topics in Moodle.

Security

Teachers will make every effort to monitor this subject matter to ensure appropriate content and behavior. For privacy, no personal information will be included in Blogs, Wikis or Podcasts. Students will be identified only by first name and the first initial of their last name. Students are allowed to post their ideas and opinions, but not their age, email address, photographs of themselves or others or other sensitive information. While several of these programs are password protected, it is possible that people from outside our school may have access to the work our students are doing. These Web 2.0 tools are an extension of the classroom, and appropriate behavior will be expected.

Assessment

The Web 2.0 assignments may be part of your student's grade this term at the discretion of the classroom teacher.

Responsible Use

The Schools Acceptable Use Policy and Online Code of Ethics was developed to explain the rights and responsibilities of students using electronic resources such as the computer network, personal computers on school grounds as well as Web sites that extend the classroom experience. The general ideas in the policy reflect the importance of responsible use:

1. Privacy - Students will protect their privacy and respect the privacy of others.
2. Property - Students will protect their property and respect the property of others.
3. Appropriate Use - Students will use technology in constructive ways and in ways which do not break the rules of their family, faith, school, or government.

Consequences

Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action. The term "academic sanctions" includes, but is not limited to, the reduction or loss of grade, and applies regardless of a student's location at the time the violation occurred or whether they used a district device or their own personal device. The term "disciplinary action" includes, but is not limited to,

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notification of law enforcement officials, and may apply even if the violation occurs while a student is off-campus.

Permission

Before allowing students to use any of these tools, we require your permission. Please read through this information with your child. The Student Code of Ethics should be discussed with your child as well. Please sign the Web 2.0 Permission form stating that you give your child permission to participate in these learning tools. Students will also review this information at school, but because they will be using these tools at home, the home/school communication and collaboration is important.

Web 2.0 Parent Permission Form

I have read and understood the policies regarding these Web 2.0 activities, and give my permission for MeadowHall Schools to use them to enhance their learning experience.

Student Name: _____ Class: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____

Administrative Guidelines for the Use of Technology

The use of computers and related technology supports the curriculum and enhances communication. Users, students and staff will access a vast scope of information available in the school system, as well as connections to global resources via the Internet. Since neither **Ingres Quality Rollout Ltd.** nor any of its staff controls the content of the information available on the internet, users must be aware that some of the information may be controversial or offensive. Users encountering such controversial or offensive information should exit the site and contact their teacher or school administration. Individual users are responsible for their own conduct. The use of computers is a privilege, not a right. As the owner of both the hardware and software, **Ingres Quality Rollout Ltd / Meadow Hall Schools** reserves the authority to withdraw this privilege. Failure to adhere to these guidelines will result in disciplinary action that may include loss of computer access, referral to legal authorities or other administrative action.

- Use of the computers must be in support of education, business, or research within the educational goals and objectives of MeadowHall School.
- Users may access online services, use email and voice mail for school-related assignments, educational, administrative or other professional purposes.
- Electronic communications (i.e. voice mail, email, Internet) should not be considered completely private and secure. Users should not, under any circumstances, transmit or reveal personal or confidential information about yourself or others, including but not limited to: home address, telephone number, password, social security number, credit card number, or confidential or sensitive information regarding students or staff.
- The School has the ability and reserves the right to bypass individual user passwords and to monitor the use of such systems by students and staff. Therefore, students and staff should not expect to maintain personal privacy in the use of the system.
- Users will comply with all school policies concerning acceptable behavior, state, federal and local laws, including copyright laws and those laws prohibiting harassment by computer.
- Users must not interfere with others' work or with the performance of the computers, both hardware and software. These actions include but are not limited to: attempting to illicitly obtain passwords or user names, gain access to secure areas of the network, introducing computer viruses, or accessing or altering educational records.
- All users will abide by the generally accepted rules of user etiquette and all applicable school policies.
- Users of Meadow Hall's Email systems are responsible for their appropriate use. All illegal or improper use of the electronic mail system, including but not limited to: offensive language or pictures, harassment, solicitation, gambling, violating copyright or intellectual property rights are prohibited. Use of the Email system for which Meadow Hall will incur an expense without written permission of an administrator is prohibited.
- Bulk posting to individuals or groups to overload the system (i.e., spamming or any similar actions) is prohibited, including but not limited to chain letters and pyramid schemes (chain letters with money).
- Students may not install personally owned or created software on networks or networked computers. Staff may not install personally owned or created software on networks or networked computers.
- Reproduction of copyrighted electronic resources should not take place without appropriate source documentation and permission.

Administrative Guidelines for the Use of Technology

- Users may access their own personal online accounts, for educational purposes only, with advance permission and when it does not interfere with school–related activities.
- Users will abide by the rules of other computer resources accessed through the school telecommunications systems.
- Teachers will monitor the use of the Internet by students for grade level appropriate use.
- Prior to publishing student work on the Internet, teachers will obtain a parent or guardian’s permission in writing.
- All other internationally acceptable policies regarding the confidentiality of student information are in effect.
- All state and local laws regarding technology are upheld and applicable.
- Ingres Quality Rollout Ltd. /Meadow Hall ensure that students receive ongoing, systematic education in safe, responsible and effective use of technology.

School Management Solution – Feature set.

| S/N | FEATURE | BENEFIT |
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| 1 | Cloud based School Management Portal – Makes collaborating as easy as creating | |
| | - School announcements | Unlimited announcements from Schools to all parents via personalized email to specific groups such as class, area, etc.. |
| | - Information dashboard | <ul style="list-style-type: none"> o View announcements, events, or circulars o Exam results, with automatic grading based on set rules. o Appointment request with specific teachers, o School calendar with holidays, o Class calendar with exam schedules o Outstanding Fees per student o Teacher Skill Mapping o Classroom-teacher Mapping o Class Timetable Creation o Assignments per student/class to be downloaded by parents |
| | - Academic management | <ul style="list-style-type: none"> o Curriculum mapping o Class / Arm mapping o Teacher / Subject mapping o Schedule school calendar and class calendar. o Report customization / generation o Transcript generation. o Bulk upload and editing of student data o Test, Exam, Quiz calendar o Schedule school calendar and class calendar. |
| | - Administration management (See details at bottom of table for full breakdown of feature/benefits) | <ul style="list-style-type: none"> o School financial accounts o Payroll for staff o Fees Management-Advanced o Asset management |
| | - Library management | <ul style="list-style-type: none"> o Database of all books/periodicals o Database of all electronic media such as CD/DVD/Microfilms etc o Configuration of parameters such as loan duration, penalties, etc o Librarian interface for adding new books to shelves and for issues/returns of loaned items |
| 2 | Cloud based Docs application – Makes collaborating as easy as creating | |
| | - Collaborative Group Papers and Projects | Say goodbye to emails with large attachments! Work on the same group paper or project at the same time using our Cloud based Document application. Great way to crowd-source for papers, too. |
| | - Lecture and Study Notes | Assign different note-takers for certain days or weeks, or create a study guide to share with the class. |

School Management Solution – Feature set.

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| | | Never worry about losing your notes again because they're in the cloud! |
| | - Student Group Repository | Create a shared repository for a club, fraternity/sorority, or study group with a shared collection so that others can find and access important documents. |
| | - : Student Group Budgeting and Finance | Make student government budget more transparent by tracking all finances and also share it with the entire school for accountability. |
| | - Data Collection | Skip data entry and use our Cloud based Forms application to collect field data and organize them. |
| | - Flashcards for classes or test prep | Use Flash Cards Gadget to study for language classes or the SSCE/GCE/NECO/! Share spreadsheets so others can study with you. |
| | - Class Presentations | Collaborate on one presentation with others from different locations without sending attachments. |
| 3 | Cloud based Forms application | |
| | - Collect Student Feedback | Use Forms to quickly poll students and organize events for resident advisors or students! |
| | - Event Sign-Ups and Invites | Use Forms for RSVPs and invites for your event. Easily track who's attending! |
| | - Interview Questionnaires | Collect interview information for a school newspaper article, selection process, or class project! |
| | - Committee Staffing | Use forms to collect preferences for staffing committees and organizing commitments |
| | - Collect Research Data for Project | Create surveys that track several types of questions - including multiple choice, checkbox, and long answer. You can collect field data on the go on a phone too! |
| 4 | Cloud based Calendar application - Make sharing calendars and schedules easy | |
| | - PTA, School, Club, Social Events | Use calendar to plan, organize, and announce events! |
| | - Personal Organization | Use calendar to manage multiple schedules in different colors (class, personal, sports, etc.)! |
| | - Coordinate Group Meetings | Schedule meeting for group project and add study notes in the event! Say goodbye to sifting through notes and simplify your life. |
| | - Organize tasks and deadlines with shared calendars (clubs, classes, sports teams) | Show weekly shifts or assignments with a shared calendar for your club. |
| | - Coordinate Group Meetings | Schedule meeting for group project and add study notes in the event! Say goodbye to sifting through notes and simplify your life. |
| | - Import Facebook Events | Import your Facebook events to our Calendar application and manage everything in one place! Events will update |

School Management Solution – Feature set.

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| | | dynamically. |
| | - Set SMS/Text Reminders | Need a quick reminder for class? Register your phone with Calendar to set SMS event reminders. Note this is at an additional cost per SMS |
| 5 | Cloud based websites hosting - Create web pages without programming knowledge | |
| | - School Newspaper | Publish your school newspaper with innovative cloud based web hosting solution! |
| | - Career or Academic ePortfolios | Using our cloud based sites solution, schools can create ePortfolios and showcase teachers as well as academic staff experiences for internships, jobs, etc. |
| | - Club, Group, or Sports Pages | Create a website for your group and embed videos, calendars, and custom gadgets without programming! |
| | - Project Sites | Archive a class project or thesis with a website. Add attachments, images, and share with others! |
| 6 | Cloud hosted Email - Huge inbox with search: keep and find everything | |
| | - Link and Send From Multiple Accounts | Want to manage all your school and personal emails in one place? Add your other personal or group email accounts and send them from our Cloud based Email solution! |
| | - Choose your own domain name | Get email for all staff with your own school's domain name e.g bayo.idowu@meadowhallschools.org |
| | - Push email for Blackberry and Smart phones | Receive emails on the fly anywhere around the world instantly with our push to phone feature, emails come to you instantly on your smart mobile phone or tablet |
| 7 | Cloud based chat - Instant Messaging and Video as easy as email | |
| | - Video Chat for Friends, Family, or More | Use integrated video chat with our Cloud based chat software to catch up with family, friends, or long-distance relationships! Great for big campuses! |
| | - Phone Calls or SMS | Use the Call Phone feature our Chat solution to place high quality calls to friends, family, or anyone else! |

School Management Solution – Feature set.
