

Kamehameha Schools Maui Upper Division
Student Guidelines and Online Expectations for Distance Learning
2020-2021

Academic Kuleana

- Students should **participate** in their online learning as delivered in Canvas as they would during their regular face-to-face schedule. Participation in synchronous sessions are required unless otherwise arranged with kumu.
- Students should demonstrate high levels of **engagement**. As a contributing member of their online learning community, this includes: sharing content and ideas, asking questions, participating in dialogue and discussion and supporting peers when able.
- Students are expected to **complete** all assignments/assessments and submit **original work** that is authentic and is reliable evidence that reflects students' knowledge and skill.
- **Academic integrity** should be applied at all times, for all courses, by all students. Whether attending school face-to-face or through distance learning, Kamehameha Schools policy prohibits: cheating, plagiarism, copying, etc..
- All behavior and interaction online should be that of **respect, rapport and etiquette** to self, peers, and kumu.

Terms to know: synchronous and asynchronous modes of learning

<p>Synchronous <i>(at the same time)</i></p>	<p>Virtual lesson with kumu and peers through Teams or Zoom that might include direct instruction, explicit delivery of content and introduction of skills, whole/small group discussion, live presentations, etc.</p> <p><i>Attendance will be taken for synchronous sessions</i></p>
<p>Asynchronous <i>(on your own)</i></p>	<p>Access materials and resources that were posted in Canvas that offer direct instruction, explicit delivery of content and introduction or practice of skills. Complete posted assignments, tasks, or assessments such as discussion board, responses, research, view videos/virtual lab, etc.</p>

Canvas Course Responsibilities

- Check your Canvas/Seesaw daily for synchronous and asynchronous learning.
 - If you have a class that only meets on A days, for example, make sure you're logged in on your A day.
 - Use your Canvas calendar for planning purposes.
- Please have all of course materials with you (books, resources, notes, etc.) to promote an efficient working space while in class online.

- Even though we are not physically on campus, you are responsible for attending any synchronous classes which would be scheduled between 8:15am - 3:00 p.m, except Wednesdays when the school day ends at 2:00p.m.
- Any teacher communication that requires a response should be addressed within 24 hours. (email, Canvas, Seesaw, etc).

Online Meetings and Video Guidelines (Live or Recorded)

- KS uniform and appearance guidelines apply while on camera.
- Sit in an upright position at a table or appropriate study location (not on bed).
- Test your computer before class starts to make sure you can be seen and heard.
- Backgrounds, whether actual or virtual should be simple and not distracting.
- Be aware of background noise that may interfere with the audio such as fish tanks, TVs, radio, individuals talking or children playing.
- Log-in a few minutes before your scheduled synchronous session in order to be on time.
- Have your camera on and your microphone muted as you start an online session.
- Do not leave the class early (unless kumu has previously approved this early release).
- Live sessions and chat will be recorded.

Other Considerations

- Reach out to your counselor/Dean of Students if you need academic, emotional, or Kahu Kalani Wong for spiritual support.
 - If you contact your teachers after 3:30pm they will respond within 24 hours. In other words, if you email them at 5 pm, they may not respond until the next morning.
 - Keep the lines of communication open with your kumu. Email them or, for Upper Division, utilize their office hours should you have any questions or if you need more support to be successful during distance learning.
 - Stick to a routine.
 - Designate a study area in your home that allows you to focus on your learning.
 - Make sure to take breaks throughout the day; step away from your laptop to allow time for you to go outside, exercise, grab a snack, do a hobby, etc.
 - Find time to virtually socialize with your friends.
 - Please report any technical difficulties immediately (test your device and online platform before the class goes live).
 - Elementary: Kumu Sanoë Cabanting-White: sacabant@ksbe.edu
 - Middle School: Kumu Dutch Tanaka-Akana: dutanaka@ksbe.edu
 - High School: Kumu. Francine Fujiwara: rfujiwa@ksbe.edu
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