



Cartersville School System Expectations 2024-2025

Cartersville School System has defined the skills listed below as necessary for faculty and staff to use with proficiency. Those currently employed in our system have been trained in all areas. The Instructional Technology Specialists will work with staff who need additional training in these areas, as needed. New faculty and staff will be trained by our Instructional Technology Specialists on how to use these items, as well as the district expectations of use. As updates are made to district programs the Instructional Technology Specialists will train the staff and proficiency will need to be exhibited.

1. Communication:
 - **Phone-** (make personal voicemails for “Away”, “Busy”, and “Name”/ mute or turn down ring volume during instruction)
 - **Email** (check email 2-3 times a day/ understand reply & reply all/ respond in a timely manner/ be aware of fraudulent emails/ able to create a signature)
2. Website (keep their page up to date, not change staff photo) – *See CCS expectations sheet*
3. O365 (use One Drive and share files)
4. Teacher Messaging (Finalsite) – New staff must be made aware of the basic logistics of the call out system and new teachers' proficiency will be based upon usage after training. *See CCS expectations sheet*
5. Schoology (update profiles, etc.) - *See CCS expectations sheet*
6. Incident IQ (how to create a ticket, check ticket status, reply via email to an open ticket inquiry, optional Incident IQ app for the phone, check in/out materials – if applicable)
7. Cyber security (lock the computer, keep information secure, be able to determine if an email is a phishing email, participate in cyber security training)
8. Teachers are responsible for learning their content specific software and monitoring its usage.

Teacher Website (completed before Open House)

The teacher’s website should include the following:

“Meet the Teacher” which includes:

Biographical Information

The following statements should be placed at the end of the biographical information:

- *“Instructional content can be accessed via Schoology. Contact the teacher for more information.”*
- *“We communicate with students and parents (text messages, phone calls, and emails) through Teacher Messaging. Your contact information in Infinite Campus must be accurate for you to receive my messages. Please contact the front office to update your information.”*

School phone number

Email address

Degrees and certifications

Class Schedule (Daily schedule with subject/course and times)

Syllabus (CMS/CHS)

Staff Photo (provided by the district)

Finalsite Teacher Messaging (Mass Communications)

- One-way, “push-out” messages/announcements for staff, parents, students, clubs, athletic teams, extracurricular, etc.
- Can be voicemail, text, and/or email messages. **If email, recipient can reply via email.**
- Each school is responsible for maintaining accurate staff/teacher/student/parent information in Infinite Campus.
- Staff training on the use of teacher messaging/app will occur at each school through the Instructional Technology Specialist.
- The “CommHQ” app is available to download to send messages via phone
- Specific groups/clubs will have to be created by the ITS for teachers without access to these students in Infinite Campus
- Specific teachers may need to be assigned as “case managers” for groups in Infinite Campus (Clubs, Sports, etc.)

All staff will utilize Teacher Messaging to send mass messages/announcements to students and parents (languages available). No other form of communication will be used for mass communication on district or personal devices (the district does not support or approve the use of other platforms such as GroupMe, Band, SeeSaw, Remind, Edmodo, Class Dojo, etc.).

NOTE: Each school will educate parents and students about how to use the Cartersville Schools App at school events (open house, family engagement nights, etc.).

Schoology- Learning Management System

- All staff are expected to effectively use Schoology
- Teachers will be required to do the following:
 - Update profile/landing page preference
 - Update time zone, if needed
 - Adjust notifications
 - Add picture for each course
 - Add syllabus (CMS/CHS)
 - During inclement weather Schoology will be utilized for home learning if possible. Teachers are expected to provide relevant instructional materials.
 - Within the first nine weeks of school have students interact with materials within the platform

NOTES:

- Students and parents will NOT access grades in Schoology. Infinite Campus is the official record for grades.
- Grade pass back is available to all teachers.

Clever

- All staff are expected to utilize Clever
- Teachers will be required to do the following:
 - Customize their teacher page
 - Know resources available through Clever (i.e. textbooks, district apps, etc.)
 - Model for students how to access

Evaluating administrators are to monitor teacher use of Blackboard Teacher Messaging, Teacher Websites, Schoology and Clever.