



Hilburn Academy Edmodo Best Practices

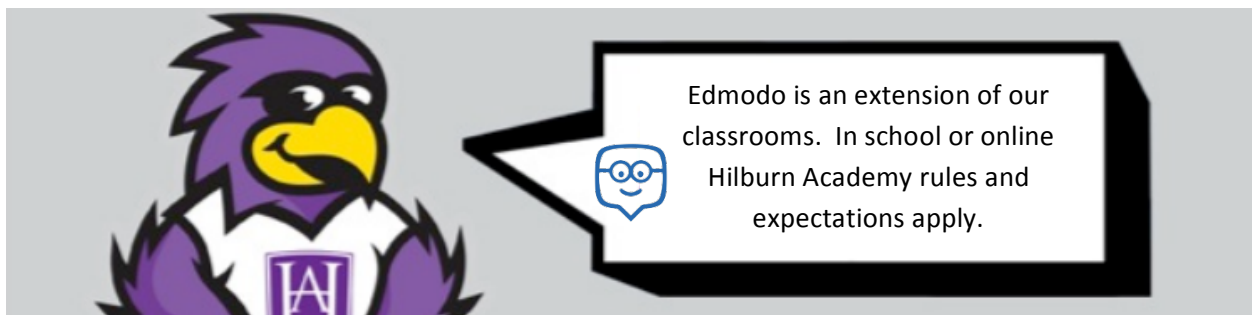
Introduction

Edmodo is a widely used online classroom website utilized by WCPSS that is used by 4th-8th grade at Hilburn Academy. Edmodo primarily supports the online management of classroom assignments and discussion forums for the sharing of information between teachers and students, and importantly from students to other students. Edmodo is a communication tool for teachers to distribute information to students or parents and does not replace the various other websites or tools used for that purpose.

This document describes how Edmodo is used at our school and captures the standard expectations for teachers, students and parents to follow and guidelines to help create the most positive and valuable learning experience possible. These will help ensure the consistent use of core elements of Edmodo across the school and extend our '21st Century Learning Campus' beyond our hilltop on Hilburn Drive.

Hilburn Academy Edmodo Best Practices are maintained by the Media & Technology Committee and approved by the Leadership Committee. This is intended to be a living document and will be updated regularly to reflect current expectations and our experience using this tool over time. The 'Standard Expectations' are the requirements we have set for use of Edmodo for all users at Hilburn Academy, changes must be approved by the Leadership Committee and each update will be considered a new version (e.g. 1.0, 2.0). The 'Guidelines' provide additional suggestions for teachers to use when appropriate for their classrooms. These and other administrative changes will be maintained by the Media & Technology Committee and new versions will be noted as 1.1, 1.2, 1.3 etc.

Additional resources (handouts, templates, examples etc.) organized by the Wake County Public School System can be found at <https://sites.google.com/a/wcpss.net/edmodo-wcpss/> or directly from the technology provider at www.edmodo.com/support.



General Expectations

As an extension of our school, Edmodo will work the best if we have a shared understanding of how it fits into our community and curriculum.

Standard Expectation	Purpose
Our character traits are expected to be practiced online, just as they are in the classrooms, hallways and busses.	We want everyone to have a positive, productive and respectful learning experience learning at Hilburn Academy.
Parents should not post content to Edmodo of any type.	Parents are welcome and encouraged to observe our classrooms, but Edmodo is a forum for students and teachers to interact and conduct the business of the classroom. Parents are invited to contact their child's teacher directly with any comments or questions.
Teachers and students should complete a Hilburn Academy Edmodo orientation before using Edmodo as an active part of their classroom. Grade levels will decide how this will be done.	
Guidelines	Purpose
Classroom subject-area learning objects can be extended to include technology best practices. This can include many things, from social media awareness to version control of files to uses of software functionality.	As a '21 st Century Learning Campus', there are many opportunities for learning that prepares students to leverage technology in academics, career and social contexts.

Accounts & Profiles

Students must have a signed permission form to be eligible for an Edmodo account. Student accounts are created by the student at school following the instructions provided to them. Parent accounts could be created by parents using the 'parent code' provided to them by their student(s). Teachers will inform parents on their expectations on usage of the parent account.

An individual users profile lets them setup features of their account, such as email and text updates, maintain passwords and integrated applications.

Standard Expectation	Purpose
Account names will reflect the users' real name.	Students need to be identifiable to get credit and feedback for their academic work. Unlike 'anonymous' websites, we expect our users to take responsibility for their contributions.
Passwords will not be shared and you may not use anyone else's password.	The security of your account and our online community is important.
Guidelines	Purpose
Badges are not used at this time.	

Groups & Subgroups

An Edmodo group is typically a class, but can be an area setup for any number of users to have a space dedicated to them on a particular topic. A subgroup functions the same as a group but is setup nested within a group for a subset of those users to have a space on a more focused topic area, such as a team working on a larger project or major assignment.

Standard Expectation	Purpose
<p>Groups will be created for each of the following:</p> <ol style="list-style-type: none"> 1) Each grade level from 4th to 8th including all the members of that grade. 2) Each class, where each subject, level, A or B day or other distinct section is setup as its own separate group. 	<p>Grade level groups allow for information to be posted to the entire grade, such special events or announcements applicable to the whole grade.</p> <p>Distinct groups for each of these controls the size of the group, volume of posts, avoids confusion when assignments are due for different students on different days, helps maintain the comfort of members to participate with the same people online as in class and helps them continue discussions from their in-person classroom discussions.</p>
<p>When each class group is formed the teacher will confirm all expected students have joined and no extra members are present.</p>	<p>Missing students will miss critical activities in class and won't be able to join after a group is locked unless the creator of the group unlocks it. If a student is in the wrong/extra group by mistake it will clutter their space and create issues with the group metrics when a member is present but not expected to participate. Teachers will unlock a group when a new student joins or when a student leaves the school/class/group.</p>
Guidelines	Purpose
<p>Group names will include the following naming information and attempt to shorten names so the label does not wrap the text onto multiple lines on the screen: Grade - Subject - Teacher</p> <p>Examples: 6th Gr – Math – Ms. Jones 8th Gr – ELA – Mr. Smith 7th Gr - All Students or Team X (for the whole-grade group) 4th Gr – Ms. Jones (for groups without a specific subject) Beginner Spanish – Sra. Perez (for groups without a specific grade level)</p>	<p>This will help sort groups and provide consistency for where to find a particular group, and provide a consistent look and feel to the navigation links.</p>

Sub-groups within a class should be kept to a minimum and only be used when that team will persist over a longer period of time.	Too many subgroups can be hard to maintain the appropriate content in the right places, and it's not worth creating a group unless there will be substantial volume of discussion threads and accumulated over time.

Settings

Standard Expectation	Purpose
Users should be in the correct time zone (Eastern Standard Time).	
Guidelines	Purpose

Assignments and Planner

Assignments are one of the most common uses for Edmodo. The academic impact of well-formed standards followed by all users is critical to our success. Consistent use of Assignments across classes will enable students and teachers to focus on subject area content and less on the administrative processes for handling assignments. Standard expectations for handling assignments will reduce the discussion forum posts attempting to obtain or clarify the work to be done.

Standard Expectation	Purpose
All assignments (homework, quizzes, projects, upcoming tests, etc.) should be posted using the 'Assignment' type of post and include the due date if the assignment is to be turned in via Edmodo. All of the above (except "pop" quizzes) are to be posted on the planner. Teachers may use other features of Edmodo to communicate assignments as well, but the planner is required. If not turning in an assignment via Edmodo teachers could instruct students to use their planner. By clicking on the planner (the 30 on the top right side of the page), you can create an event to add the quiz or test to the calendar; or you can create a task to add homework or projects to the calendar. By scrolling over a day of the week, a plus (+) symbol appears to the right of the day/date. A box pops up that is already set up to create an event or task.	Posted assignments are visible on the Planner and are a great way to see what is due and what to plan for in upcoming classes. This should help reduce the extraneous posts from students about when something is due or where to find the materials.
Post only one assignment per post unless	Managing assignments as individual posts will

students have been instructed on using the planner feature.	allow each to have their own due date recorded in the system and be displayed appropriately on the Planner. Some students may use the planner for multiple assignments.
Assignments must be communicated in class and posted to Edmodo the same day it is assigned.	Communicating in class and via Edmodo ensures students that need extra support for assignments – for example using a paper planner – are also supported.
Expectations in the Hilburn Academy School Handbook for grading and handling late assignments will be followed.	The Hilburn Academy School Handbook sets the expectations for all areas of our school.
All assignments and related materials will be maintained on Edmodo, or other sites, until the completion of the full class.	Students with missing or incomplete assignments or wanting to look back at prior work at any time should have access to the materials used previously within the class.
Guidelines	Purpose
Provide students instruction for how to utilize the 'Turn In' button when an assignment is submitted via Edmodo.	Students use this to track pending and completed assignments.
Supplementary materials (worksheets, video clips, etc.) could be uploaded or linked directly within the assignment or uploaded to a folder. The 'Folders' option is a valuable way to organize these resources and makes locating the resources at a later date more efficient than scrolling through and filtering posts.	The use of multimedia materials provides many great ways to enhance educational content associated with an assignment without compromising the Assignment standards.

Discussion Board Posts

Discussion Board posts are one of the most useful and engaging features of Edmodo. These are the cornerstone of productive interactions among teachers and students. As a communication tool, posts allow for ongoing, ad hoc conversations among students and teachers and continue the classroom experience beyond their limited time together.

Standard Expectation	Purpose
Posts to the discussion board are expected to follow the Hilburn Edmodo Code of Conduct.	Students and teachers should recognize this method of communication is different than exists in a typical classroom. The basics of etiquette in this forum are necessary guidance for users of all ages and experience.
Guidelines	Purpose
Posts within a thread should all relate to the same topic.	

Teachers should respond to inappropriate posts through coaching and redirection and all school and wcpss rules and consequences related to harassment will apply.	The goal is to provide the information the student needs for his/her classwork and positive redirection toward appropriate behavior. This may require a direct message within Edmodo or an in-person follow-up.
Posts should be written in appropriate language.	Teachers have to model the behavior expected of kids and also be aware what may be intended as informal or making a connection with students isn't always received the way it was intended or would have been received during an in-person interaction.

Poll's

Standard Expectation	Purpose
Guidelines	Purpose
The poll feature is seldom used at this time but is included in this document for future use.	

Quizzes

Edmodo provides a mechanism to administer quizzes to students and automatically grade their responses. This provide an efficient mechanism to evaluate progress towards learning objectives.

Standard Expectation	Purpose
Quizzes should be setup using discrete questions.	This is required for Edmodo to automatically grade responses. This also allows questions to be structured with appropriate response types, for students to measure progress towards completion and eliminates ambiguity of which response is intended for which question.
Guidelines	Purpose

Backpack

Standard Expectation	Purpose
If this feature is used documents have to be re-uploaded to the backpack if edits are made to the file.	This feature is a way to safely transport files to and from home without needing a flash drive.
Guidelines	Purpose

Version History

Version	Date	Description
1.0	12/17/2014	First version approved by the Leadership Committee
1.1	2/17/2015	Updated some of the guidelines based on feedback from teachers after using this document for a few months.
2.0	8/22/2015	Updated version approved as part of planning for new school year. Changed xxxx, xxx and xxxx.



Hilburn Academy Edmodo

Code of Conduct

Edmodo is part of the classroom experience at Hilburn Academy. Practicing our Character Traits is just as important online as it is in our classrooms. In fact, it may be more important to think about how our character traits are practiced online. When having a conversation in person we get instant feedback from voices, facial expressions and posture to help us recognize how each other is reacting to the discussion. Those cues help us know if the listener thinks we are funny or if something we just said was hurtful. These cues don't exist in an online discussion forum, there are different customs for polite behavior online to avoid inappropriate or disrespectful behavior.

Technology has changed the way we all interact. Learning how to leverage technology such as e-mail, text messages, social media and online communities such as Edmodo is a critical skill for success at Hilburn Academy and in our personal and professional lives.

This code of conduct is intended to provide the basic expectations for teachers, students and parents and illustrate how these character traits are used in Edmodo.

Kindness

Respect

Good Judgment

Integrity

Courage

Self-Discipline

Perseverance

Responsibility

Edmodo Code of Conduct

1. **Purpose:** I will use the platform for learning purposes only.

- I will not post personal questions or comments to the group.
- I will not use my posts to promote personal websites or chat rooms.

2. **Legal Content & Fair Use:** I will post only content that is appropriate and for which I have the legal rights to use.

- I will not post photos or videos showing myself or others.
- I will not share files that I do not lawfully have the right to do so.

3. **Tone:** I will use a respectful tone of voice when posting.

- I understand school and wcpss rules and consequences related to harassment apply.
- If you are not sure if a word or joke is okay, then it is probably not.

- I will refrain from the use of sarcasm to avoid misinterpretations.
- Refrain from posts that tease, bully, annoy, spam, or gossip about any other member.

4. **Language:** I will use appropriate grammar instead of texting language.

- No txtng lingo. We r ur teachers...show us that u have learned how 2 spell.
- DO NOT PUT SENTENCES IN ALL CAPITAL LETTERS.
- Do not end sentences with more than one exclamation mark!!!!!!! Or question mark????????
- Please please please do not repeat a word more than necessary.

5. **Content of Posts:** I will post notes and replies appropriately.

- I will post a note to the whole group if my question is about something the whole group should know (assignments, instructions, dates etc.).
- I will send a note only to my teacher if the content doesn't relate to everyone.
- I will keep conversations on topic.
- I will not knowingly provide false answers or statements in my posts.
- I will not reply to another student's question if someone has already answered it correctly.

6. **Safety:** I will not reveal any personal information on Edmodo.

- This includes telephone numbers, addresses, emails, etc.
- I will not disclose or allow any other individual to use my login information nor will I use another individual's login information.

7. **Reporting:** If I think there is something inappropriate posted in an Edmodo group (or class), I will tell a teacher immediately.

By my signature, I understand that I accept full responsibility for any post or reply made using my login information. I understand that all classroom and school rules & consequences apply in this online environment and that my participation in Edmodo may be suspended at the teacher's discretion if my actions are deemed inappropriate, unsafe, or violate these rules in any way.

Student signature: _____ Date: _____