# Using KSD Laptops at Home

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Successfully Prepare All Students For Their Future

KENT SCHOOL DISTRICT INFORMATION TECHNOLOGY

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Before You Take a Laptop Home

*Internet access is only available at home if the family pays for Internet Service. See Page 10.

Open Needed Programs
BEFORE you leave school:
- You must log into the laptop. Otherwise, while at home, you will receive an error message, “KSD Domain Not Available”.
- Open any software programs you will need to complete your homework. Software does not work at home unless you have used it at school first.
- Open the documents on your desktop called: “One to One Student Manual” and “Using KSD Laptops at Home”. These documents will not work at home unless you open them at school first.
- If you have a swap computer, be especially careful of these two steps above.

Shut Down the Laptop
BEFORE you leave school, always Shut Down the laptop.

Where to Save
- If your family does not pay to access the Internet at home, please save a copy of what you started at school to the desktop of your laptop. Thumb drives are also acceptable to use for this.
- If you do have Internet at home, you may email the documents to yourself or use the VPN to District Server instructions in this document.
- Always give the document another name, such as “Trail Research version2” rather than the exact same name as your (H:) drive document, so as not to accidentally overwrite your school work. Some teachers train their students to save with a new version name added to the end of the file name each time students work on a document. (ver1, then ver2, then ver3, etc) The highest number is then always the last worked on, and data can easily be tracked backwards.
- On returning to school, place all homework on your student (H:) drive.
- When at school, students should always save everything to their (H:) drives and not the desktops. The KSD drives are backed up regularly by the KSD Information Technology Department and lost work most often may be recovered.
- Items saved only to the user Desktop will be lost if there is a hard drive error or other equipment problems.

Lock Your Laptop
- Laptops should always be ‘locked’ when not in use for your own security. If left on, others may use your email or Internet, jeopardizing your compliance check.
- To lock, perform a Ctrl + Alt + Delete as if to log on to the laptop, then click on the button to Lock Computer, OR hold down the Windows key on the lower left of the keyboard and push the letter ‘L’ key.
- To unlock, perform a Ctrl + Alt + Delete as if to log on to the laptop. Retype the login name and password.
Installing Software at Home
Students do not have computer permissions to install any software to the laptops. Home printers (save documents on laptop to print at school), mice, keyboards or other software can not be installed. Any messages received during web use regarding updates to Flash, Adobe, Java, etc., should be declined (select ‘No’), as any software install will fail.

Using KSD Software
Most KSD Software may be used at home if first opened and used at school:
- Microsoft Office and Internet Explorer software and plug-ins are resident on the hard drive of the laptops. They should always work at home.
- Outlook Web Access is available from home with an internet connection from the Quick Step box of the KSD home page or: http://www.kent.k12.wa.us/KSD/IT/outlook.html. Students also need to read the directions on page 21.
- Some software such as Inspiration, Geometers Sketchpad, and ImageBlender are virtually deployed through the KSD network (not resident on hard drive), but work if the student first opened the software at school and is not connected to a network at home.
- Some software such as activBook Reader (SchoolKiT), FitnessGram, UltraKey, are virtually deployed (see prior bullet), but also need access to a KSD server. In addition to opening the software at school first, the laptop must be connected to the Internet at home and users need to go through the Connecting to KSD Server process (page 18).
- DVD’s are played through the DVD Player icon in the shortcuts folder. First open at school. Open the software at home and then insert the DVD. DVD’s do not play through Windows Media Player.

General Reminders
At the beginning of the year, in preparation for the laptop deployment, students receive a series of trainings related to the use and care of the laptops. Included here is a summary of the main points heard in those trainings. These are intended to be important reminders, not an all inclusive list.
- All student use of computers, or other technology should be in support of their education.
- All use of technology must comply with the District Policy #2022 – Electronic Resources & Acceptable Use
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files may be reviewed periodically.
- All laptops contain a remote filter for use at home. However, no filter is as reliable as a parent. Parents are responsible for monitoring student laptop use at home, especially Internet access.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to follow existing copyright laws.
- Students are expected to bring their laptops to school with them and to take them home each afternoon.
- Students may only log in under their assigned username. Students may not share their password with other students.
- Students are responsible for charging the laptop battery at home each day.
• Students are expected to care for the laptops. If a laptop is deemed to be intentionally damaged by a student, the student may be subject to discipline and the student/parent will also be responsible for the full cost of the laptop repair.
• Students are expected to report any damage to the computers immediately. Spot inspections of laptops will occur regularly. Students who do not report damage or abuse will be subject to both fines and discipline.
• Students are expected to keep track of all equipment issued to them. If components are lost, the student/parent will be responsible for the full cost of replacement.
• Students may not loan laptop components to other students for any reason. Students who do so are responsible for any loss of components.
• Laptops come with a standardized image already loaded. These images may not be altered or changed in any way.
• Students may not load or download any software, music, pictures, etc. on the laptop without specific instructions from a teacher to do so.
• Students may not play games at school without specific instructions from a teacher to do so.
• Laptops are to be carried in the school provided laptop bags/backpacks at all times.
• All students have access to a network drive on which to store data (the H Drive). It is the responsibility of the student to see to it that critical files are backed up regularly to this location.

Some Basic Rules (Rules are detailed in One-to-One Student and Parent Manuals)
• Students and student computers will be required to go through Compliance Checks. The teachers do check that students are following the rules.
• No one should eat or drink near the computer.
• Students are responsible for all content found on their laptops.
• Laptops should be Shut Down before carefully placed in the specially designed case to transport it home or back to school.
• Do not swing the case around, throw it or bang it against anything.
• Never download or install anything to the laptop, including (but not limited to) music, game or video files. This includes CD games as well as Internet installed games.
• No stickers or markings of any kind are allowed on the laptops. They are not to be defaced or damaged in any way.
• No Cyber bullying will be tolerated.
• Nothing may be done to disrupt other technology users.
• No Chat groups or personal webpage hosting are permitted.
• KSD does not recommend use of Email, web cam use and instant messaging during study time. All are allowed only under the direction and with permission of the teacher during school hours and under the supervision of parent/guardian after school hours.
• The laptop should not be personalized in anyway with screensavers, backgrounds, etc.
• The student username and password are not to be shared with anyone except their parents/guardians. Parents/Guardians may have this information for their educational use of the laptop.
• Parents/Guardians and students will abide by all local, state and federal laws. Kent will cooperate with all law agencies to support these laws and rules.
Technology Discipline

The discipline policy at school also applies to home use of the KSD laptop. Compliance checks monitor the use of the computer whether at home or at school. Please refer to the One-to-One Student Manual for details on the Technology Discipline Hierarchy and examples.

Also, District Policy for electronic resources is covered in: Procedure 2022P and Board Policy 2022. This procedure and policy has replaced the former Acceptable Use Policy and applies to KSD equipment, including laptops, whether used at home or at school.

Damaged, Lost or Stolen Equipment

Liability and financial responsibilities are defined in the One-to-One Student Manual and One-to-One Parent Manual. Please note, if the property is not returned or is intentionally damaged, the student is responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed and provided to the school, the school security officer and the technology department. Failure to report the theft to the proper staff and follow the proper filing procedure will result in a full fine to the student. If the laptop is lost because of negligence, the student is responsible for the full replacement cost of the laptop.
Laptop Support/Help at Home

Homework Assignments
Please have your student check with individual class teachers for classroom procedure on help with their homework assignments.

Internet Connection Issues
Please call your Internet Service Provider (ISP) for issues regarding connectivity. Some tips and pictures have been provided as a courtesy in this guide, but Kent School District is not able to diagnose or repair issues related to ISP home wiring and equipment.

Technology Issues
There are several ways to receive assistance for technology issues only:

1. Troubleshooting Steps
Students have access to some simple troubleshooting steps through the One-to-One Student Manual on the desktop of each laptop. This Adobe document is always available for use at school or home (if opened at school first) and addresses common issues that come up on laptops. Please use the manual before calling Customer Support.

2. KSD Website
There are help documents on the Kent School District Website at: http://www.kent.k12.wa.us. Use the QuickStep pull down menu and choose Technology. Several options are then available.

3. Customer Support Center Hours
The Customer Support Center (253-373-7030) is open from 7:00 am through 4:30 pm Monday through Friday. Any KSD student has access to our Customer Support Center from home so that simple laptop problems may be corrected quickly.

Any KSD employee, parent or student has access to this number until 4:30 pm. After that time, please listen carefully to the automated recording to select the correct response for student assistance. We encourage students to start their assignments before 4:30 pm in case of any technical difficulties.

What To Do If You Have a Problem

1. Troubleshoot & Report
Students have been trained to do simple troubleshooting and to report, in a specific format, anything that they or their teachers cannot easily fix. If students are unable to fix their issues using the One-To-One Student manual:
   - Laptops are not to be taken apart or have diagnostic software run on them.
   - Instead, please have your student call the Customer Support Center at (253) 373-7030 with the following information:
     1. Student name & ID number
2. KSD Tag number of the laptop
3. Your current location
4. What problem solving steps you have tried
5. Remember to take a screen shot of any error messages you receive to show your teacher in the morning

2. **Take a Screen Shot of any Error Messages**
   1. With the error message open, press and hold the **Function (fn)** key on the bottom left of your keyboard and press the **Insert (Prt Sc)** key on the upper right of your keyboard. This will copy the screen to your clipboard.
   2. Open a Word document and select **Edit, Paste**.
   3. Save this document to your desktop, naming it something appropriate to the error.
   4. Attach this document to an email to your teacher.

3. **Email your teacher on any Inappropriate Sites Accessed**
   If you get a popup or accidentally go to an inappropriate site, please e-mail your first period teacher with the time and web address. (Teachers then check your laptop so that you aren’t punished during the Student Compliance Checks.)
Laptop Care At Home

Travel between Home and School

- Laptops should be **Shut Down** before traveling between home and school.
- Laptops should stay in their bags when traveling.
- Care should be taken to keep the laptop dry. Do not use outdoors in the rain or drizzle.

Home Use Guidelines

Questions often arise regarding the use of the computers at home. The general guideline is that all use of the laptop and system must **support education**. Any questions should be brought to a staff member.

- **All** school rules apply for home use of laptops:
  - No inappropriate sites. (Some examples are MySpace, FaceBook, youtube, etc.)
  - Only use Internet Explorer. FireFox and other net interfaces are **not** allowed.
  - Please refer to the Appropriate Use Policies in the *One-to-One Student and One-to-One Parent Manuals*.

Storing at Home

1. Keep laptop away from pets
2. Store in safe place
3. Keep in backpack or approved case

Internet Inappropriate Behavior

1. No chat rooms, FaceBook, MySpace, or other social networking sites
2. No "Click here if 18" sites or pornography
3. No sending of inappropriate or emails hosting of personal web pages
4. Use of a proxy server is unacceptable at all times
5. MSN/AOL is acceptable at home under the supervision of parent/guardian

Music/Movies

Listening to music on your laptop (from a streaming website or CD) is allowed at home with permission from parents/guardians.

Games

Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate.
- You have permission from your parent/guardian.
- The game is in support of education.
• All school work is complete.
• No download of any kind is needed.

You are not allowed to load personal software onto your computer. This means you may not put your own gaming CDs into the CD drive.

**Instant Messaging**
Instant-messaging is allowed at home if all of the following conditions are met:
• The content of the messages is school appropriate.
• The messages are in support of education.
• You have permission from your parent/guardian.

**Desktop Backgrounds and Screensavers**
Student access to the laptop control panel has been restricted. Students will be given the opportunity to change their desktop background to a school-approved image under the supervision of a staff member. They may also choose to use the standard Microsoft blue background. Beyond that, students may not change the desktop background and screensaver.

Note:
• Inappropriate media may not be used as a desktop background. In addition, changing wallpaper means downloading pictures, which is prohibited and will result in a $25 clean up fine.
• Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action, loss of laptop privileges and will result in a $25 clean up fine.

**Keeping the Laptop Charged**

1. All charging should take place at home. Laptop batteries, both external and internal, must be fully charged before each school day.

2. Students should make sure to have the laptop plugged in and charging before going to bed each night. As soon as homework is done, the laptop should be shut down and left in an adult supervised area to charge overnight.

3. Chargers should remain at home if you have an extended battery.

1. Extended batteries are never to be taken off, unless your teacher requests it at school. Make sure they are always locked securely on the laptop.
2. If you have received a ‘swap’ computer, check again to be sure that the battery is locked.

Please review the **One-to-One Student Manual** for further information on batteries and power management.
Connecting the Laptop to the Internet

Internet Explorer and KSD services will not work at home unless access is purchased through an Internet Service Provider.

Home Internet Service Provider (ISP)

There are many Internet service providers. Each one has their own equipment (modem, cables, wall jack) possibly their own software (installed by the provider or on a CD for users to install) and their own setup to follow. For help with these items contract the provider rather than Kent Schools’ Customer Support. KSD is not able to diagnose or repair issues related to ISP home wiring and equipment.

1. Please follow the set up instructions that came from your service provider, including selection of their settings.
2. Please check that you have the proper cables and are connected to the proper wall jack.

General Tips for All Providers:

- Students may not install any software to their laptops. If your ISP requires installation of software, you will need to contact the Customer Support Center.
- Do not change IE settings for blocking pop ups: KSD server connections require that pop ups are ‘enabled’. (This is set correctly on your school laptop.)
- KSD security is on these laptops, even at home. When access to an inappropriate site is attempted, a KSD error page will popup instead. KSD realizes that sometimes students attempt legitimate research and receive this message in error. Please report any messages of this kind to the first period teacher.

Type of ISP

Internet connections come in different configurations with different price tags and suppliers. Each has different speeds, connections and software that can affect your student’s laptop use.

1. Dial-up

Dial up providers typically require software installation. If dial up is your means of access, please contact the Customer Support Center.

Providers: AOL, Net Zero or People PC, though there are many others. This is usually the cheapest option for Internet access running around $10/month.
AOL Tech Support: 1-800-827-6364
Net Zero Tech Support is only available for a fee
People PC: 1-888-587-9669

Access is through the home’s phone system. Dial-up connections have several steps to activate each time they are used.

Speed: Speed is slow and patience is required for most web pages to appear or connections made. This service may be too slow to allow access to KSD Servers through VPN. For Internet Explorer, watch the status bar in the bottom right of the screen to see pages being loaded:

- Just starting
- Almost done
Cables:
- A black phone cable that plugs into the phone’s wall jack at one end.
- The other end plugs into the right side (while viewing the screen) of the laptop. (Do not confuse this with the larger Ethernet port on the back of the computer.)

Other: While the home phone may be connected to a separate wall jack than the laptop, unless the home has two phone lines, it is only possible to use the phone or the Internet, not both at the same time. If the home has call waiting, Internet sessions may be interrupted by phone calls. If the home does not have call waiting, callers will receive a busy signal. (The ISP can give directions on how to disable call waiting while using the computer.)

2. Cable
Providers: Common providers in the area are Comcast or Direct TV, but there are others. Access can cost from around $20/month to $60/month. USB modems need a driver installed to the laptop and will only allow one computer to use the service at a time. Please request a non-USB modem, or contact KSD Customer Support for assistance with installing the driver.
Comcast Tech Support: 1-800-266-2278
Direct TV Support: 1-800-531-5000
Access is through the home’s cable or digital TV outlet. Connection between the modem and ISP is typically made automatically when the modem is plugged into electric power.
Speed: Broadband access gives faster speed with more data being transmitted at a time. Pages will come up almost as quickly at home as at school.

Cables:
- One end of the coax cable is attached to the wall jack and the other into the modem jack as shown in the drawing below. If the cable modem is different than the one shown below; there should only be one similar jack.
When looking at the back left of the laptop, there is an Ethernet jack that has a very, tiny green and yellow light on each side; plug one end of the white or black cable (provided by the ISP) into the laptop, the other into the back of the modem as shown in the cable modem picture on the prior page.

3. DSL Providers: Common providers in the area are Qwest and Verizon, but there are others. Access can cost from around $25/month to $45/month.
Verizon Support: 1-800-567-6789
Qwest Support: 1-800-247-7285

Access is through the home’s phone system. Connection between the modem and ISP is typically made automatically when the modem is plugged into electric power.

Speed: DSL access provides a quick speed with more data being transmitted at a time. Pages will come up more quickly than dial up, but typically slower than cable. DSL will not affect use of the home phone.

Cables:

- One phone cable is plugged into the wall outlet, the other into the socket labeled “Line” on the back of the DSL modem. See diagram below. It may not look exactly the same; that depends on the individual provider.
- Another phone cable can provide phone service from the same wall outlet, by plugging one end into the “Phone” outlet on the back of the modem and the other into the phone.
- When looking at the back left of the laptop, there is an Ethernet jack that has a very, tiny green and yellow light on each side; plug one end of the white or black cable (provided by the ISP) into the laptop, the other into the back of the modem as shown in the drawing below.
Basic ISP Troubleshooting

There are many possible causes for not connecting or issues after connecting. Here are a few tips for resolving the problem. Please call the Internet Service Provider for further assistance.

1. A loose or disconnected cable will disrupt service. Make sure all cables are securely connected, including the following:
   - The cable from the computer to the modem
   - The cable from your modem to the phone jack

2. Some ISP’s install and run either virus protection or firewall software. KSD laptops already have these features and should not have a second layer installed.
   - Call your ISP or refer to the help section of your firewall software to configure Internet settings for your applications.

3. Try “Restarting” or “power-cycling” the modem.
   - Unplug the black power cord from the back of the modem.
   - Wait 30 seconds and then plug it back in.
   - The Internet light on the front of the modem will blink as it initializes, then become a steady light. This could take several minutes.
   - Wait for the steady light before trying to access the Internet.

4. Confirm that the cable from the modem to the wall jack is NOT connected to a phone filter. This filter will block data from being transmitted or received over the Internet.

5. Reboot the computer.
   - Click on Start.
   - Select Shut Down and then select Restart.
   - Once the computer restarts, try to access the Internet.
Wireless At Home

Cable and DSL Internet access can be set up to be a wireless system. The modem would then incorporate an attached antenna that allows the wireless connection.

Wireless access is slower than a directly ‘wired’ connection between the laptop and modem. Wireless is subject to interference from home wireless phones, microwaves and florescent lights. If there is any difficulty opening software or documents, stop using wireless and use a direct connection to the modem.

Wireless connections are either secured (a password that your family has chosen during setup is required to access the network) or unsecured (no password is needed). You will need to know the home network password to connect the KSD laptop to the wireless network at home. Contact your ISP for help creating a secure network at home.

When returning to school, the laptop may need to be manually set back to the Kent School District wireless network.

For more assistance with wireless issues, see the One-to-One Student Manual.

First Time Wireless at Home

Note: This procedure should only need to be performed the first time a laptop is brought home. It will need to be done once for each login name. Start with the laptop at the KSD logon screen.

1. Make sure the wireless modem is plugged in, turned on and all the relevant lights on it have turned green (Power, DSL/Cable, Internet, and Wireless).

2. Turn off the laptop’s wireless access indicator by pressing the `Fn` button on the top of the keyboard.

3. Log into the laptop as normal.

4. Turn on the wireless access indicator by pressing the `Fn` button on the top of the keyboard.

5. Wait for a minute or two for the laptop to find the network.

6. Open the Network Connection Window:

   Right click on the network icon (computer with beams coming from it) in the system tray (the bottom right corner of your desktop screen) and select View Available Wireless Networks. Wait for 30 seconds to allow all the available networks to be displayed.

7. The Wireless Network Connection window will show the available wireless connections and their names (SSID). The top one is the one that the laptop will try to connect to first. This may not be the correct home network. Any neighborhood may have many wireless networks from the surrounding houses or businesses.
8. Read the **Chose a Wireless Network** screen (example shown below) carefully and look at all the choices.

- Networks may be **unsecured**, which means a password is not necessary to access the network at home.
- Networks may be **secured**, which means a password is required when requested. After the first time a connection is made to this network under this log in name, the laptop remembers the network and password, and will not ask for the password every time the network is accessed.

9. If the laptop is currently **not connected to a network**, select your home network by clicking on the desired network name and then clicking on the **Connect** button. If the laptop has connected to another network by mistake, see **Switching Networks** or **Resetting the Network at School** sections below.

10. Enter the unique network password if needed. The **Wireless Network Connection** screen should now show the desired network is connected. Close this window.
Switching Networks

1. If the laptop is currently connected to an incorrect network, it is necessary to manually disconnect the active network and connect to the desired network.

2. Click to select the connected network and click on the Disconnect button.
3. Wait until the window shows the updated status where the network is not “Connected”. Now, click to select the desired wireless network and click on the Connect button at the bottom right.

![Choose a wireless network](image1)

Click to choose the desired network. At school Kent415a and Kent415 in that order are most desirable.

4. Wait while the connection is made and status changes to “Connected”. Close the window.

![Waiting for network](image2)

5. If this process does not connect the laptop to a network, please call the CSC at 253-373-7030.
Resetting the Network at School

When returning to school, the laptop may try to connect to the home network, rather than the school network. If having problems logging in:

1. Turn off the laptop’s wireless access indicator by pressing the \( \text{(Fn)} \) button on the top of the keyboard.
2. Log into the laptop as normal.
3. Turn on the wireless access indicator by pressing the \( \text{(Fn)} \) button on the top of the keyboard.
4. Wait for a minute or two for the laptop to find the networks.
5. Double click on the Wireless icon in the system tray.
6. Select the Properties button.

7. On the Wireless Properties window, select the Wireless Networks tab.
8. Select the network Kent415a by clicking on it once.
9. Using the Move Up button, move it to the top position.

10. Double click on the Kent415a name.
11. On the Association Tab, make sure the Connect even if this network is not broadcasting is checked.
12. Click OK, again OK on the next screen and Close on the last.
13. Restart the computer.
VPN - Connect KSD Laptop to KSD Resources

VPN (Virtual Private Network Connection) to District Servers (Drives)

Using this process will allow you access to any files that you have access to at school on the various KSD Servers (Drives), including your (H:) drive. The laptop should be connected to the home Internet Service Provider network.

1. VPN has fixed drive names. Open My Computer. Check that all existing drives are disconnected. If any drives display, right click on each and choose Disconnect from the drop down menu.
2. Open Internet Explorer. The default school must open. If not, please troubleshoot your home network access through your Internet Service Provider.
3. In the address bar of IE type https://vpn.kent.k12.wa.us. Be careful to enter the ‘s’ on the end of https. (or use the link on the KSD page For Employees; Communication Tools heading, Remote Network Access link)
4. At the login screen type your normal KSD username and password, then click the Logon button.

5. The individualized Home Page for VPN will appear. Click on the desired Access location.

Note: Most staff have one choice, but staff working at multiple schools have access to each of their locations. Only one may be used at a time, unless the second location drives are mapped and renamed separately.
6. The **Network Access** pop-up window will appear. The messages in this pop-up window will change as the status changes. When complete, the **Status** will read: **Network Access Connection successfully established.**

7. Both the **Network Access** and **Home Page** windows should remain **open** to continue to use the KSD Servers. To check the needed drives (H, S, U, X and Y) are available, double click on the **My Computer** icon. Please be patient opening **My Computer** as this will take longer at home than at school.

**End the VPN Session Properly**

1. Return to the small **Network Access** window and click **Terminate**.

2. Return to the **Network Access** window and click **Logout**. Your connection to VPN will be fully terminated.

3. **PLEASE REMEMBER TO COMPLETELY SHUT DOWN OR LOG OFF PRIOR TO RETURNING TO DISTRICT FACILITIES.** If you do not, there will be problems with the network drives at school and the laptop will need to be restarted.

   **Note:** After terminating from the VPN, the **My Computer** icon may still show network drives. These drives should not be usable after the connection is terminated. To remove drives, right click on each drive and select **Disconnect**.

**Outlook at Home**

**Outlook is available in two formats from home:**

1. **Outlook Web Access** is available anytime you have an Internet connection. Outlook web access can be found at: [http://www.kent.k12.wa.us/KSD/IT/outlook.html](http://www.kent.k12.wa.us/KSD/IT/outlook.html). You will need to log in again with your username and password.

2. **Outlook** (from the desktop shortcut) is available through VPN. After connecting to KSD using VPN, click on the **Outlook** icon on the desktop or the **Start** Menu.
   - A **warning** window will open. Click **Yes**. Outlook will open as at school.
Online Research Resources At Home

Research resources paid for by KSD and available at school may also be used from home. KSD Log in names and passwords are required. (See next page)

- Open Internet Explorer.
- From the Links bar, select the Most Frequently Used KSD Link.

- Under Project Resources, select Online Databases

- Click to select the desired resource from the list. (Use the log in names and passwords from the next pages to be granted full access.)

Online Subscription Databases and other Online Resources

- netTrekker (all ages)
- Discovery Education Streaming (all ages)
- KSD Virtual Library (all ages)
- KSD Reference Resources, brown page (all ages)
- eLibrary (7-12 grades)
- eLibrary Elementary (K-8 grades)
- PreQuest (7-12 grades)
- CultureGrams (3-12 grades)
The other links under **Project Resources** are invaluable also:
- **Copyright and Plagiarism** is the KSD policy on using and citing reference resources.
- **Encarta On-Line** is the school edition of this resource.
- **Internet Safety and Cyber Citizenship** discusses risk areas and parent and school responsibilities.
- **Reference Resources** are librarian selected on-line resources for school topics or specific reports.
- **Virtual Library** links to recommended search engines, homework help and other multimedia resources.
Access these from home!!!

STUDENTS’ ONLINE RESEARCH DATABASE INFORMATION

User names and passwords make it easy for students and staff to access our Kent School District research databases from school as well as from home or the public library. See below for specific information.

From school:
- From Internet Explorer links toolbar, click Project Resources, then choose Reference Resources
- Right side of page, click on desired database and it will take you directly to the program.

From home:
- http://proquestk12.com
- User Name: kentsearch
- Password: available at school
- Click button marked My Products Page
- Click on desired database

From school or home:
- http://streaming.discoveryeducation.com
- User Name: xxstudent.kent
  (substitute your school code for xx)
- Password: available at school

From school or home:
- http://school.nettrekker.com/frontdoor/
  Ask your school’s librarian or ITS for the specific log-in

From school:
- From IE links toolbar, click Project Resources, then choose Reference Resources
- Right side of page, click on CultureGramps

From home:
- http://online.culturegrams.com
  User Name: kentsearch
- Password: available at school
- Click on desired database
Moodle

What is Moodle?
Moodle is a course management system that enables students and teachers to collaborate and communicate in powerful, meaningful ways. Moodle is web-based, which means users must be connected to the Internet to use it. Students can also download assignments, documents, and presentations to use at home without an Internet connection.

Getting There
Open Internet Explorer and type https://moodle.kent.k12.wa.us into the URL.

Don’t forget the “s”… that means that Moodle is a secure website, and that all of the personal information on it is encrypted.

Student Courses
Students may share his/her Moodle password and user id with parents. If desired, parents can use the student log in to view assignments, agendas, and more.

To view student’s Moodle courses as a guest (limited access to actual assignments), click on student’s school from the main page. Scroll through the list to find your student’s classes. Click on the course you wish to view.

You may be asked to enroll as a guest or to enter an “enrollment key”. This is a password that you can get from your student’s teacher. Enrollment keys are used to help keep the Moodle environment secure.
Features to Note

From the main Moodle home page, you can see upcoming events on the calendar feature (if used). Watch for times when Moodle will be unavailable for system updates posted there.

Each course home page will look different. It may include announcements, course documents, links to websites, discussion forums, and more. To access any part of the course, simply click on the document or link.

Sample course homepage:
Family Access

Family Access is an easy-to-use website that allows parents/guardians to access information about their students from any computer with Internet access.

Location

Skyward Family Access is available at: http://www.kent.k12.wa.us/ksd/it/familyaccess.htm.

Features of Family Access:

- One login allows parents/guardians to view the records of all students within a single family, even if they are at different (KSD) schools.
- Parents of middle school and high school students can view:
  - Student and emergency contact information
  - Assignments and grades
  - Attendance
  - Class schedules
- Students and parents/guardians each have their own login information.

Need Help?

- Parents/guardians of 7th grade students received a letter from the child's school in early fall containing Family Access login names and passwords. Students get their Student Access user names and passwords at school.
- If you have further questions regarding your username and password, your student's grades, or other student or school information, please contact your student's school. See the links on this webpage: www.kent.k12.wa.us/schools/schooldirectory.aspx to go to your school's information page.
Internet Safety

Curriculum
KSD Students are provided with an Internet Safety curriculum from i-SAFE (www.isafe.org).

KSD Resources
KSD librarians and staff have created a wonderful website on Internet Safety and Cyber Citizenship. Please visit this location for the five online risks to consider as parents, parent/guardian and KSD responsibilities. This resource is located on the student laptop.

- Open Internet Explorer.
- From the Links bar, select the Most Frequently Used KSD Link.

Under Project Resources, select Internet Safety and Cyber Citizenship

Outside Resources
There are also many websites available that have current information as well, such as:

- CyberSmart at http://www.cybersmart.org/for/students.asp
- Netwise at http://www.getnetwise.org/
- NetSmartz at http://www.netsmartz.org/

Some Tips for Your Family
- Have fun being a part of your child’s online experience.
- Use the computer in a shared or common space in the home.
- Keep the computer where everyone sees the screen.
• Don’t post personal information and beware of requests for personal information online.
• Teach your child how to recognize and avoid predators.
• Report strangers who solicit meetings with any child.
• Do not be a Cyber bully!
• Report cyber bullying and threats to teachers immediately.
• Honor the Kent School District security software and filters.

For questions on these tips or resources, please check with your child’s teachers or school librarian.