



Technology How-To Quick Guide for Families
2021-2022

The technology team assembled the information in this document to provide both new and existing families with basic instructions on how to access the major online services we use at Cannon. This guide is not intended to be a comprehensive manual. Please utilize the help and information resources listed on page 4 to get technical help and answers to questions not covered in this guide.

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Student Responsible Use Policy

Technology is infused into all learning at Cannon School. From Junior Kindergarten to seniors, we provide students with opportunities to learn using a wide range of devices, software, and online services. We take a positive approach to technology by encouraging students to use it creatively, effectively, and responsibly. We expect students to apply Cannon's core values to all aspects of their school life, including their use of technology.

Core Value Expectations

- **Courage:** *Willingness to take risks, be innovative, and embrace change*
 - I will explore and evaluate new technologies.
 - I will create amazing things.
- **Integrity:** *Knowing and doing what is right*
 - I will keep my passwords private.
 - I will notify a teacher if I come across something online that is inappropriate.
 - I will think before I click; if I am unsure I will ask a teacher.
 - I will not perform any action that violates existing School policy, local, state, or federal law.
 - I will refrain from the use of social media, playing games, or engaging in any online activity that is not related to my schoolwork during classes.
 - I will not use my school email address to sign up for services that are not approved by my teachers.
- **Passion:** *Enthusiasm for excellence*
 - I will use available Cannon technology resources to continually strive for higher educational goals and personal growth.
- **Respect:** *Valuing self as you do others, their differences and their property*
 - I will view, post or send online messages that demonstrate my understanding of Cannon's core values.
 - I will create original work and give proper credit to the work of others.
 - I will obtain permission before accessing, using, or transmitting the work of others.

- I will obtain permission before posting videos or photos of others to social media.
 - I will refrain from transmitting content that depicts, describes, or mentions others or Cannon School in a way that may be hurtful or damaging.
 - I will treat equipment properly so it does not become damaged.
 - I will not make changes to settings or installed software on school owned devices.
- **Teamwork:** *Cooperating, communicating, and collaborating to achieve a common goal*
 - I will work with others to learn, create, and inspire a positive environment.
 - I will assist with the protection of school resources by notifying the technology department about any security problems I encounter.
 - I will not allow the actions, ideas or opinions of my peers to lead me into making poor decisions when posting to internet services or interacting with others online.
- **Kindness:** *Taking the time to care for others*
 - I will assist others with the proper use of technology when my knowledge and abilities are helpful.
 - I will treat people with the same rules for decency, respect, and dignity online as I am required to do at school.

Consequences of Inappropriate Use

All users are subject to all local, state, and federal laws and regulations and Cannon's Responsible Use policy. Failure to use technology responsibly may result in the restriction or loss of the privilege. In addition, disciplinary actions in response to violations of this policy may include further penalties up to and including suspension and expulsion. The Director of Institutional Technology, in conjunction with other school administrators, will determine the appropriate level of response to any incident.

Privacy

I understand that the Cannon Network is the property of the School. No person has a right to expect privacy with respect to any material stored on the system, email, or material downloaded from the Internet. Administrators may review any and all materials, with or without the knowledge or consent of the user.

Limits to Cannon School's Responsibility

Cannon School makes no warranties of any kind, expressed or implied, for technology services it is providing. Use of any device or information obtained through the Internet is at the user's own risk. Cannon School assumes no responsibility for the accuracy or quality of information obtained through the Internet. It assumes no responsibility or liability for any damages a user may suffer. This includes loss of data resulting from service interruptions to the School's system.

Technical Help - Where to find technology help and information

Use the links below to access helpful resources:

- **[Academic Technology Information](#)** - a PowerSchool site that provides families and students with the information needed to access and use the technology services and equipment provided by Cannon School.
- **[Searchable How-To Knowledge Base](#)** - explore How-To's and learn best practices from our knowledge base.
- **[Status Dashboard](#)** - see the status of major systems and online services used by the school.

Need to contact the Technology Department? Here's how:

- Generate a Technology Support Ticket: Send an email describing your request to support@cannonschool.org.
 - Messages sent to support@cannonschool.org are automatically placed into the Technology Department ticket systems. You will receive an automated message confirming your request was received. You will continue to receive messages from the system updating you on the progress of your request until the issue is resolved and the ticket is closed.
- Call the Help Desk: On school days during school hours, please call 704-786-8171 ext. 244.

My Cannon - The starting point for everything!

Parents of newly enrolled students receive account and login information for My Cannon from the Admission Department. My Cannon is your portal to Cannon news and information. It should be your first stop when looking for information about any Cannon related topic. Review the page you see after logging into My Cannon to familiarize yourself with the vast amount of information available to you by clicking on the appropriate topic area.

Use this link to login to My Cannon:

<https://cannonschool.seniormbp.com/SeniorApps/facelets/registration/loginCenter.xhtml>

Click the “I Forgot My User Name/Password” link if you need help remembering your login information or have never used MyCannon before.



Sign In

Please enter your user name and password below to sign in.

User Name:

Password:

Sign In

☐ Remember User Name

For other sign in assistance, please email us at support@cannonschool.org, or call us at (704) 786-8171 x558.

[+ I Forgot My User Name/Password](#)

Powered by Senior Systems by Community Brands

Click here to get help logging in



Powerschool Learning - The place where teachers post class specific information and assignments.

Power School is a **Learning Management System** that emphasizes content, creativity, and community. Teachers create a website for each of their classes and post information including assignments, quizzes, notes, presentations, and multimedia resources.

Use this link to login to Powerschool Learning: <https://cannonschool.learning.powerschool.com/>

Student Access To Powerschool Learning

Students in grades 4 and up should login to Powerschool using their Cannon School Google account:

1. Click the Google **Sign in** button underneath "Sign in with your Google account" area on the left side of the page.
2. Enter your Cannon School email address: janedoe@cannonschool.org.
3. Enter your Cannon School password.
4. Contact the technology department using the information on page 2 if you do not remember your password.

The screenshot shows the Cannon School login page. On the left, under the "Sign in with your Google account" heading, there is a "Sign in" button with a Google logo. An orange arrow points to this button with the text "Students click here". On the right, under the "Sign in with your PowerSchool Learning account" heading, there are fields for "Username:" and "Password:", a "Remember me" checkbox, a "Sign in" button, and a "Forgot your password?" link.

Parent Access To Powerschool Learning

Parents login to Powerschool using Powerschool Learning accounts. Parent usernames are formatted: firstname.lastname using the information provided to the school in your admission paperwork. New users, or those who have forgotten their passwords, should click the "Forgot your password?" link.

This screenshot is identical to the one above but includes red annotations for parent access. An arrow points from the text "Parents login here. Username format is: firstname.lastname" to the "Username:" field. Another arrow points from the text "Click here if you are a new user or you forgot your password" to the "Forgot your password?" link. The entire PowerSchool Learning login section on the right is enclosed in a red rectangular box.

Office 365 Email - Electronic mail communication for students.

Students receive a Cannon Email account on Office 365 starting in 5th grade. New students in grades 5 through 12 receive their username and password during new student orientation.

- Students can use this link to login to Office 365 EMail: <http://webmail.cannonschool.org>
 - Parents do not have accounts or access to Cannon's Office 365 Email.
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G Suite - Cloud document storage and collaboration for students.

Note: Parents do not have access to Cannon's G Suite services.

Students use the G Suite applications to create, store, share and collaborate on documents with other students and their teachers. Please note that Cannon does not use GMail so students do not have access to GMail as part of the G Suite.

- Students grade 4 & up use their Cannon email address & password to access G Suite.
 - Students can use this link to login to Google: <http://drive.google.com>
 - Parents do not have accounts or access to Cannon's G Suite applications or documents.
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Wifi Access - Cannon provides high speed, filtered, wifi internet access for anyone on campus.

- Students in grades 4 and up should connect to the CANNON-PRIVATE wifi network using their Cannon School username and password.
 - Parents should connect to the guest wifi network. Please ask for the password from the receptionist when you check in.
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Printing

Students in Upper School can print documents by sending them as attachments in PDF or Microsoft document formats to print@cannonschool.org. They will need their ID Badge (provided to them during new student orientation or at the start of each school year) to retrieve their documents from one of the student printers on campus. Instructions are posted at each printer for how to use the ID Badge to login, select and print documents.