Creating a Canvas Parent Account

Note: If you have already created a mySPOT account, you do not need to complete this process

To create a Canvas Parent Account, you must register through the district mySPOT portal. The email and password created through a mySPOT account will be used to log in to your Parent Canvas account.

1. Access the district website at www.hillsboroughschools.org and then click the Canvas Log In icon in bottom left.

Then on the Hillsborough Schools Digital Classroom page, click Register under the Canvas for HCPS Parents tile.

2. On the mySPOT page, fill out all of the fields: email address, student number, select school, birth month, birth day, birth year, last four of student social security number, and relationship to student. Check the box to declare information is true and correct. Select Register.

A confirmation email will be sent to complete the registration and create a password for your MySPOT account.

Note: Additional students can be added in mySPOT after registration is complete.

After registering at mySPOT, your account will not be active in Canvas until the next day.

With your active mySPOT account, access the district website at www.hillsboroughschools.org

Click Canvas Log In icon in bottom left of the website. Then click Log In under the Canvas for HCPS Parents tile on the right side.

Type the email and password registered on your mySPOT account.

Click Login

The Parent Canvas account will open to the Dashboard and you may view your student's courses.

Access the Complete Hillsborough Schools Canvas Family Guide at: https://bit.ly/canvasfamilyguide
Crear una cuenta en Canvas para padres (Canvas Parent)

Aviso: Si usted ya tiene una cuenta en mySPOT no tiene que completar este proceso

Para crear una cuenta en Canvas Parent debe registrarse a través del portal del distrito mySPOT. El correo electrónico y la contraseña creados a través de una cuenta mySPOT se utilizarán para tener acceso a su cuenta de Canvas Parent.

1. Acceda al sitio web del distrito en www.hillsboroughschools.org y luego en la parte izquierda inferior haga clic sobre el icono Canvas Log In para iniciar una sesión.

2. Enseguida, en la página del Salón de Clase Digital de las Escuelas de Hillsborough, haga clic en Register (Regístrese) debajo del título Canvas for HCPS Parents.

3. En la página de mySPOT, complete todos los campos: correo electrónico, número del estudiante, seleccione la escuela, mes, día y año de nacimiento, los últimos cuatro números del seguro social de su hijo(a) y su relación con el estudiante. Marque la casilla para declarar que la información es verdadera y correcta. Seleccione Register (Registro).

Se le enviará un correo electrónico de confirmación para completar el registro y usted creará una contraseña para su cuenta de mySPOT. Aviso: Se podrán agregar otros estudiantes a mySPOT después de que el registro esté completo.

4. Después de registrarse en mySPOT, su cuenta solo se activará en Canvas hasta el día siguiente.

Con su cuenta de mySPOT ya activada, acceda la pagina web del distrito en www.hillsboroughschools.org

5. Haga clic sobre el icono Canvas Log In que esta en la parte izquierda inferior del sitio web. Luego, en la parte derecha haga clic en Log In (Ingrése) debajo del título Canvas for HCPS Parents.

6. Escriba el correo electrónico y la contraseña registrados en su cuenta de mySPOT.

7. Haga clic en Login (Ingrése)

La cuenta de Canvas abrirá el tablero de mando y usted podrá ver los cursos de su hijo(a).

Acceda a la Guía Completa de Canvas para las Familias de las Escuelas de Hillsborough en: https://bit.ly/canvasfamilyguide
Logging in to Canvas Parent Accounts

Canvas Parent Accounts can be accessed with the same email and password used to create and login to in mySPOT accounts. MySPOT accounts are used to access district systems like Canvas, Online Report Cards, School Choice, and many other district systems.

1. Access the district website at www.hillsboroughschools.org

2. Click Canvas Log In icon in bottom left of the website.

3. On the right side, click Login under the Canvas for HCPS Parents tile.

4. Note: If you do not have an account, click Register to register for an account through mySPOT.

5. Type the email and password registered on your mySPOT account.

6. Click Login

7. Parent Canvas account will open to the Dashboard.

8. View your student's courses.

Access the Complete Hillsborough Schools Canvas Family Guide at: https://bit.ly/canvasfamilyguide
Ingresando a la cuenta de Canvas Parent (Canvas para Padres)

Las cuentas de Canvas Parent se pueden acceder con el mismo correo electrónico y la contraseña que se utilizaron para crear e ingresar a las cuentas de mySPOT. Las cuentas de mySPOT se usan para tener acceso a los sistemas del distrito como Canvas, Informes de Calificaciones en línea, Selección de Escuelas y muchos otros sistemas del distrito.

1. Acceda al sitio web del distrito en www.hillsboroughschools.org
2. Haga clic sobre el ícono Canvas Log In que está en la parte izquierda inferior del sitio web.
3. En el lado derecho haga clic en Login (Ingrese) debajo del título Canvas for HCPS Parents.
4. Aviso: Si usted no tiene una cuenta, haga clic en Register y regístrese para una cuenta a través de mySPOT.
5. Escriba el correo electrónico y la registrados en su cuenta de mySPOT.
6. Haga clic en Login (Ingrese)
7. La cuenta de Parent Canvas se abrirá en el Dashboard (Tablero de mandos).
8. Vea los cursos de su hijo(a).

Acceda a la Guía Completa de Canvas para las Familias de las Escuelas de Hillsborough en: https://bit.ly/canvasfamilyguide
Important Information about Your Device

STUDENT DEVICE LOAN CONTRACT

By accepting this device, you acknowledge the following:

- I understand that the above referenced device is owned by Hillsborough County Public Schools and will continue to be owned by the district while I am permitted to use this device.
- I agree to return the loaned device to the district once classroom learning resumes.
- I acknowledge that the district has made every effort to verify that the device is fully functional before I received it.
- I understand that the loaned device has audio and video capability that will allow interaction between teachers and students.
- I agree to promptly notify the district and present the device for inspection or repair should it stop functioning.
- I accept full responsibility for the appropriate use of and care for this device while it is in my possession.
- I understand that the district reserves the right to impose fines for the repair or replacement of this device if it is damaged while in my possession.
- The district does not assume responsibility for any misuse of this device while it is in my possession.
- I agree to indemnify and hold the district harmless in any matters relating to the use of this device by the student.

Audio and Video
As a result of the new eLearning environment, please be aware that most devices have audio and video capability that may be used or accessed for learning interactions between teachers and students. Any user’s continued use of the eLearning environment constitutes acceptance and acknowledgment of the above. The district shall not be responsible for any misuse of the technology and the user holds the district harmless in any matters relating to the use of this device by anyone.

Where do I go for support?

<table>
<thead>
<tr>
<th>Call Hotlines</th>
<th>Number</th>
<th>Operation Times</th>
<th>Days of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Support¹</td>
<td>(813) 272-4786</td>
<td>7:00 a.m. - 7:00 p.m.</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Curriculum Support²</td>
<td>(813) 272-4785</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Mental Health Support</td>
<td>(813) 272-4787</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>General Questions</td>
<td>(813) 272-4788</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>Monday - Friday</td>
</tr>
</tbody>
</table>

For Canvas, MySpot information go to [https://sdhc.instructure.com/courses/3146](https://sdhc.instructure.com/courses/3146)

¹ Technology Support assists with the basic operation of the device including, password resets, Wi-Fi connection issues, problems with device functioning, etc.

² eLearning Support assists with Clever, Canvas, and the eLearning for School Closure Resources.
Important Information about Your Device

The device received is either **Windows 10** Device. To maximize eLearning during school closure, the following contains essential information about operating your device, tips for using your device, and information on where to go for support.

Logging into the Device & Applications

<table>
<thead>
<tr>
<th>ALL Applications</th>
<th>Windows 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Username = Student/Lunch Number</td>
<td>(important: use a period backslash <code>.\</code> not <code>./</code>)</td>
</tr>
<tr>
<td>• Password = first initial last initial student number</td>
<td>• Username: <strong>hcpsuser</strong></td>
</tr>
<tr>
<td>EXAMPLE: Dexter T. Dragon</td>
<td>• Password: <strong>hcpsuser</strong></td>
</tr>
<tr>
<td>Username: 1234567</td>
<td></td>
</tr>
<tr>
<td>Password: dd1234567</td>
<td></td>
</tr>
</tbody>
</table>

**Important: All web applications will use normal student username and student password**

How do I connect my device to Wi-Fi?: The following pictorials will walk you through connecting your device to your home or public Wi-Fi service.
## 2020-2021 Student Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students’ First Day of School</td>
<td>Monday, August 24, 2020</td>
</tr>
<tr>
<td>Labor Day Holiday/Non-Student Day</td>
<td>Monday, September 7, 2020</td>
</tr>
<tr>
<td>End of 1st Grading Period (44 days)</td>
<td>Friday, October 23, 2020</td>
</tr>
<tr>
<td>* Veterans Day/Non-Student Day</td>
<td>Wednesday, November 11, 2020</td>
</tr>
<tr>
<td>* Fall Break/Non-Student Days</td>
<td>Mon., Nov. 23, 2020 – Fri., Nov. 27, 2020</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>Monday, November 30, 2020</td>
</tr>
<tr>
<td>Winter Break/Non-Student Days</td>
<td>Mon., Dec. 21, 2020 – Fri., Jan. 1, 2021</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>Monday, January 4, 2021</td>
</tr>
<tr>
<td>End of 2nd Grading Period (43 days)</td>
<td>Friday, January 14, 2021</td>
</tr>
<tr>
<td>Non-Student Day/Teacher Work Day</td>
<td>Friday, January 15, 2021</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday/Non-Student Day</td>
<td>Monday, January 18, 2021</td>
</tr>
<tr>
<td>Non-Student Day</td>
<td>Friday, February 12, 2021</td>
</tr>
<tr>
<td>Presidents’ Day/Non-Student Day</td>
<td>Monday, February 15, 2021</td>
</tr>
<tr>
<td>Non-Student Day</td>
<td>Monday, March 8, 2021</td>
</tr>
<tr>
<td>End of 3rd Grading Period (41 days)</td>
<td>Friday, March 26, 2021</td>
</tr>
<tr>
<td>Non-Student Day</td>
<td>Friday, April 2, 2021</td>
</tr>
<tr>
<td>End of 4th Grading Period (44 days)</td>
<td>Friday, May 28, 2021</td>
</tr>
<tr>
<td>Students’ Last Day of School</td>
<td>Friday, May 28, 2021</td>
</tr>
</tbody>
</table>

**Note:**
- Hurricane Day(s) if needed: November 11, 23, 24, & 25, 2020
- All Mondays are designated as Early release Days **EXCEPT May 10, 17, and 24, 2021**
- This calendar is subject to change due to future actions of the Florida Legislature or HCPS School Board

Modified with School Board approval on 7/23/20
2020-2021
Student Code of Conduct
Acknowledgement Form

I have been notified that I can review the Student Code of Conduct online at:

http://www.sdhc.k12.fl.us/conduct

I have received, read, understand and agree to abide by the Student Code of Conduct

Student Name __________________________ (Printed) __________________________ Date

Student Signature

I/we have read the Student Code of Conduct and discussed it with my student.

Parent/Guardian’s Name (Printed) __________________________ Date

Parent/Guardian’s Signature

The Student Code of Conduct has been established to communicate the expectations for student behavior at school or school activities. Failure to return this acknowledgement does not relieve a student or the parent(s) from the responsibility of abiding by the Student Code of Conduct.
2020-2021
Código de Conducta del Estudiante
Formulario de Reconocimiento

Me han notificado que puedo revisar el Código de Conducta del Estudiante en línea en
http://www.sdhc.k12.fl.us/conduct

He recibido, leído, comprendido y acepto cumplir con el Código de conducta Estudiantil.

Firma del estudiante (Impreso) ____________________________________________________________________________  Fecha ____________________________________________________________________________

Firma del estudiante ____________________________________________________________________________  Fecha ____________________________________________________________________________

Firma de los padres/tutor legal (Impreso) ____________________________________________________________________________  Fecha ____________________________________________________________________________

Firma de los padres/tutor legal ____________________________________________________________________________  Fecha ____________________________________________________________________________

El Código de Conducta del Estudiante se ha establecido para comunicar las
expectativas del comportamiento del estudiante en la escuela o en las actividades escolares. El no devolver este reconocimiento no eximirá al estudiante ni a los
padres de la responsabilidad de cumplir con el Código de Conducta.
2020-2021
Student Media Release Form

School: _______________________________  Student ID Number: ________________

Student Name (Last, First): ______________________________________________________

Homeroom Teacher: ____________________________  Grade: __________

Home Address: ________________________________________________________________

City: ____________________________  State: __________  Zip: __________________________

Telephone Number: ____________________________  Email: __________________________

Dear Parent/Guardian:

Throughout the school year, the media may visit your child’s school to cover special events. Hillsborough County Public Schools also may wish to interview, photograph, or videotape your child for promotional and educational reasons to utilize in publications, posters, brochures, and newsletters; on the Internet, radio, or television; or for other special district events. Before your child can participate in any of the above activities, you must give your permission by signing and returning this media release form to your child’s school.

Please select only one of the options below:

☐ I GIVE MY PERMISSION for my child to be interviewed, photographed, or videotaped for use in school/district publications, school district productions, or for use on the Internet or by the general news media for print, broadcast, or on websites; and for his/her name to be published in school/district publications, on the Internet, or in news publications or broadcasts. This includes the school yearbook.

☐ I DO NOT GIVE MY PERMISSION for my child to be interviewed, photographed, or videotaped for use in school/district publications, or for use by the general new media for print, broadcast, or on websites; nor for his/her name to be published in school/district publications, on the Internet, or in news publications or broadcasts.

☐ I GIVE MY PERMISSION ONLY for my child’s photo and his/her name to be published in the 2020-2021 yearbook.

Parent Guardian Name (please print): ____________________________________________

Parent/Guardian Signature: _________________________________________________

Date: __________________________