Traceable Communication System
Kentucky School for the Blind (KSB) and Kentucky School for the Deaf (KSD)

Kentucky School for the Blind (KSB)

School	Component	One- or Two-Way	Account Holders, Contact Initiators	Audience and Purpose	Notes
KSB	Microsoft 365, KSB school account	Two-way	KSB staff and students	Microsoft 365 applications are used broadly with students, parents and community members to provide updates on various topics (e.g., school operations, instructional programming, family and student needs). The Teams application is used to hold virtual admissions and release committee (ARC) meetings.	Note: Staff use the Teams application to provide virtual instruction and chat with students about classwork.
KSB	Google Workspace for Education, KSB school account	Two-way	KSB staff and students	Google Workspace for Education applications are used broadly with students, parents and community members to provide updates on various topics (e.g., school operations, instructional programming, family and student needs).	Note: Staff use the Google Meets application to provide virtual instruction and chat with students about classwork.
KSB	One Call Now school messaging system, KSB school account	One-way	KSB administrators	School staff communicate important updates and reminders about various topics (e.g., school closure, special events, due dates).	
KSB	Infinite Campus (IC) Messenger	One-way	KSB IC administrators	Used to circulate broad information to students and parents who have signed up for IC access.	

School	Component	One- or Two-Way	Account Holders, Contact Initiators	Audience and Purpose	Notes
KSB	Facebook, KSB school account	Two-way	KSB Facebook administrators	Account holders communicate approved messaging regarding school operations, functions and news. Staff will not use the private messaging function. Questions asked publicly in posts will be answered publicly or through parental contact.	Note: Anyone who sends a private message will receive an automatic reply directing them to contact the school directly.
KSB	YouTube, KSB school account	One-way	KSB YouTube administrators, students (with adult supervision)	Live-streamed events, advisory board meetings, general announcements and media class projects (e.g., student/staff interviews) are posted regularly.	
KSB	Smore newsletter builder for schools and districts, KSB school account	One-way	KSB Smore administrators	Weekly newsletters are sent to anyone who signs up and provides their email address. The targeted audiences are students and families.	

Kentucky School for the Deaf (KSD)

School	Component	One- or Two-Way	Account Holders, Contact Initiators	Audience and Purpose	Notes
KSD	Microsoft 365, KSD school account	Two-way	KSD staff and students	Microsoft 365 applications are used broadly with students, parents and community members to provide updates on various topics (e.g., school operations, instructional programming, family and student needs). The Teams application is used to hold virtual	Note: Staff use the Teams application to provide virtual instruction and chat with students about classwork.

School	Component	One- or Two-Way	Account Holders, Contact Initiators	Audience and Purpose	Notes
				admissions and release committee (ARC) meetings.	
KSD	Google Workspace for Education, KSD school account	Two-way	KSD staff and students	Google Workspace for Education applications are used broadly with students, parents and community members to provide updates on various topics (e.g., school operations, instructional programming, family and student needs).	Note: Staff use the Google Meets application to provide virtual instruction and chat with students about classwork.
KSD	One Call Now school messaging system, KSD school account	One-way	KSD administrators	School staff communicate important updates and reminders about various topics (e.g., school closure, special events, due dates).	
KSD	Infinite Campus (IC) Messenger	One-way	KSD IC administrators	Used to circulate broad information to students and parents who have signed up for IC access.	
KSD	Facebook, KSD school account	Two-way	KSD Facebook administrators	Account holders communicate approved messaging regarding school operations, functions and news. Staff will not use the private messaging function. Questions asked publicly in posts will be answered publicly or through parental contact.	Note: Anyone who sends a private message will receive an automatic reply directing them to contact the school directly.
KSD	YouTube, KSD school account	One-way	KSD YouTube administrators, students (with adult supervision)	Live-streamed events, advisory board meetings, general announcements and media class projects (e.g., student/staff interviews) are posted regularly.	