

# USE OF TECHNOLOGY INFORMATION TO PARENTS AND GUARDIANS

Technology Information to Parent/Guardians:

As the district grows in its virtual learning platform and teachers become more familiar with applications and ways to successfully engage students through this process, it's important to give parents a few reminders and tips to help better protect student security and information. Please remember that student security and safety is of utmost importance to the district when using school technology.

**For all parents/guardians where children are using a computer device at home for school learning:  
(Parents/Guardians:)**

1. Should always ensure the student is signing into their device with their authorized school email account.
2. Should always supervise the student's computer activity while at home.
3. Should restrict its usage to school work only.
4. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach them how to act as they work and socialize online.
5. Limit the time your child is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. Report unwelcome or malicious online threats. Report immediately to the school teacher any online interactions that can be considered threatening.
7. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.

9. Know that Camera and microphone usage is allowed for educational purposes ONLY during distant learning classes set up by their teachers. *(NOTE: Teachers who set up virtual classrooms will be allowed to see the student, the background of the student's location and anything that passes within the background of the student anytime a camera or microphone is on during the live classroom event.)*
10. Parents who wish to not allow their child the use of the camera or microphone shall notify the teacher that permission is not allowed and the parent at the start of each online session must turn off the microphone and camera manually using the settings of the program being used.
11. When the computer is not in active use for remote learning, it is the policy of the district not to monitor audio or video from the computer.
12. All email correspondence between students and teachers shall be done via their authorized district email accounts. Parents communicating with teachers and principals shall only use the teachers' or principals' school district email addresses when communicating via email.