



**Gwinnett County Public Schools is pleased to provide your child with access to a device to support digital learning.**

Please be aware of the following expectations regarding the use of Chromebooks:

1. This Chromebook is on loan from your school. You are expected to return it in proper working order within 5 days of students' return to school (when Digital Learning ends), when/if your family moves from your school's attendance zone, or by the last day of school, whichever is first.
2. By accepting the loan of this device, you agree that your child will follow the Responsible Use of Electronic Media for Students information included in the 2020-21 Student/Parent Handbook. It is the parent's responsibility to monitor the use of the device to ensure the student is following the Student Conduct Behavior Code and to ensure that the device is returned in the condition it was received. (A copy of that information is provided on the back of this page.)
3. If you experience any difficulties with the Chromebook, please refer to the instructions enclosed in this packet then reach out to your child's teacher or local school.
4. As part of this "Family Packet," Gwinnett County Public Schools is providing several additional pieces of information to help you to connect the device to Wi-Fi and to begin helping your child.

The following are in this packet:

- Responsible Use of Electronic Media Form
- Instructions for Connecting Chromebook to WiFi
- eCLASS Basics

## Gwinnett County Public Schools

437 Old Peachtree Road, NW

Suwanee, GA 30024-2978

[www.gcpsk12.org](http://www.gcpsk12.org)

Current 7/27/2020



## Responsible Use of Electronic Media for Students

Gwinnett County Public Schools (GCPS) recognizes that the use of technology is prevalent in society. Students and staff have access to the Internet, cell phones, games, and a variety of personal technology devices. Students and staff utilize social media websites and applications as well as a variety of other digital resources that allow them to interact, share, create and innovate. Staff members utilize these same resources as a means to effectively engage students, motivate student learning, and collaborate with colleagues.

When using GCPS technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts to be used for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS e-mail, networked applications, or account or technology access private or confidential in any way.

While the school district does maintain Internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Inappropriate use of GCPS technology or network access is a violation of the Student Conduct Behavior Code.

Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. GCPS technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources, including using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and/or distribute pornographic, hate oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies. Such disciplinary actions may include confiscation of technology being used inappropriately if an incident occurs.

# School Chromebooks at Home - Connecting to Wi-Fi

Gwinnett County Public Schools

Call your school for additional support

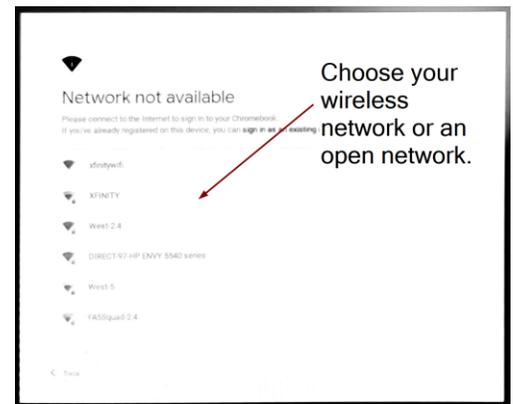
## 1. Power on the Chromebook

- Open the Chromebook.
- If the Chromebook does not power on, hold down the power button. This may be on the side of the Chromebook or on the top right of the keyboard.

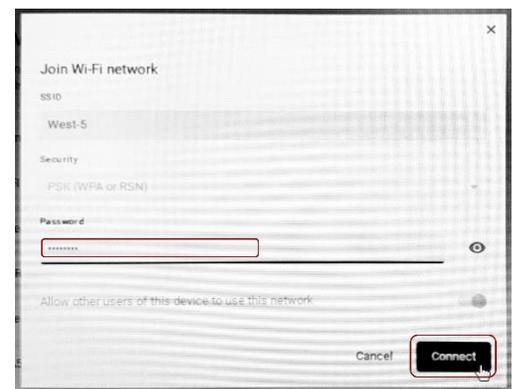


## 2. Connect to Wi-Fi

- Because the Chromebook is no longer at a school location, the Wi-Fi settings will have to be updated.
- When you power on your Chromebook, you will be asked to select the Wi-Fi network. Click on the appropriate network for your location.

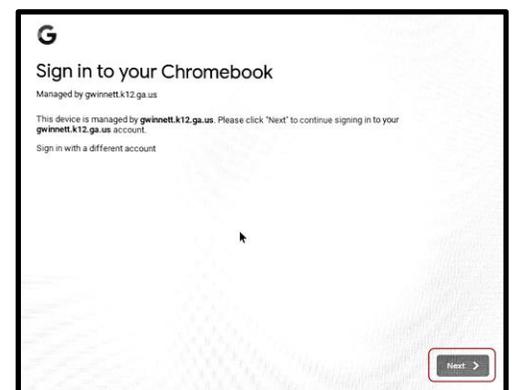


- If your network is password-protected, enter the password for your wireless network.
- Click **Connect**.



- You will then receive a message that the Chromebook is managed by Gwinnett County Public Schools and will be asked to log on to the Chromebook.

- Click **Next**.



### 3. Log onto the Chromebook

- You will be redirected to the portal login screen.
  - Enter your student number and password.
  - Click **SIGN IN**.

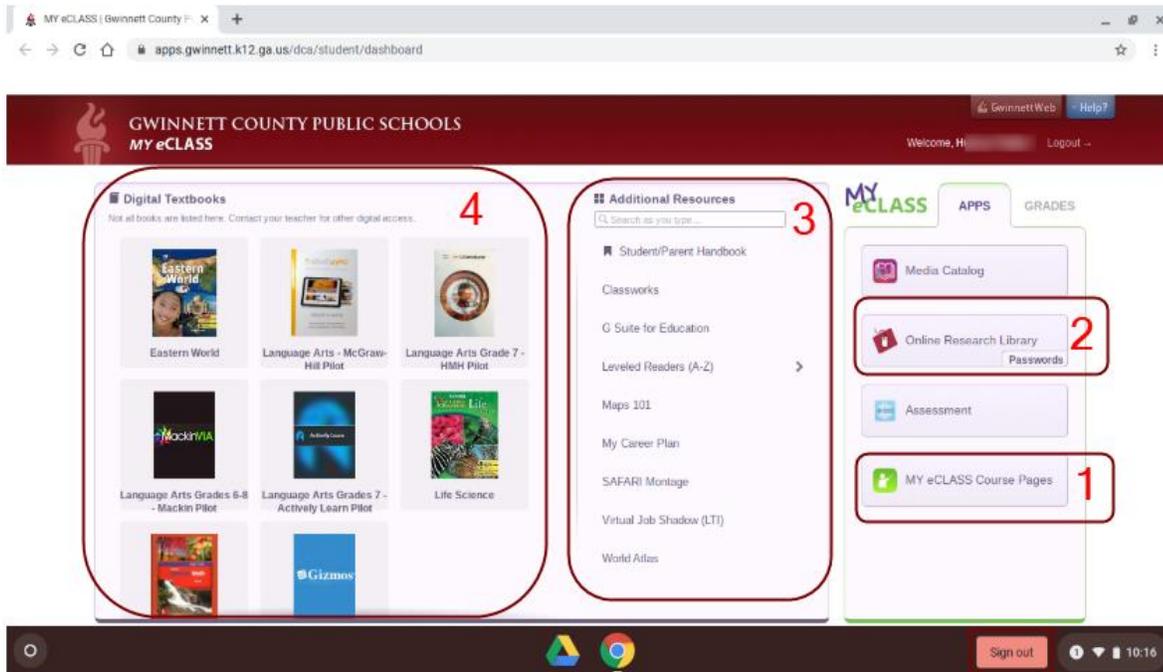


### 4. Utilize your Student Portal

- You are now logged onto the GCPS Chromebook and into the student portal.
- From your student portal, you can access the following:
  1. Your eCLASS Course Pages (where your required Digital Learning assignments are located)
  2. The Online Research Library
  3. Additional resources such as G Suite for Education (Google Docs, Google Meet, google Classroom)
  4. Your digital textbooks

### 5. Sign Out

- To sign out, click on the red **Sign out** icon at the bottom of the screen. This will allow a different user to log on. You should not need to re-enter Wi-Fi credentials.



Note: If you do not remember your student number and/or password, let your teacher know. He/she can reset your password or make your school technical support aware.

# eCLASS Basics

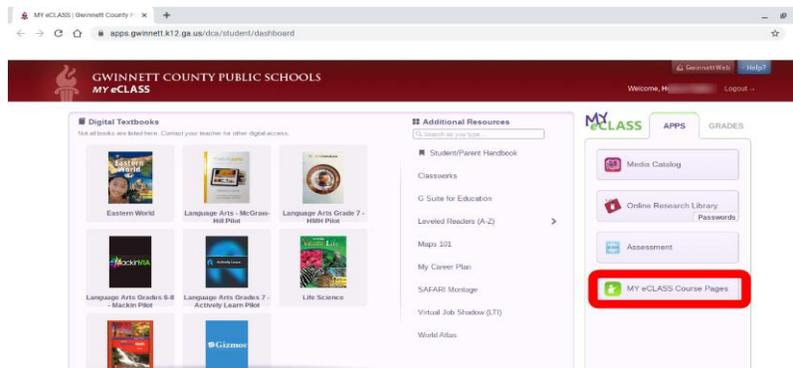
## How do I find my course pages?

1. Log in using a Chromebook or, on any device, open an Internet browser and go to <https://publish.gwinnett.k12.ga.us>.

2. Enter your username and password and click Sign In.



3. You are now in the Student Portal. Click on the My eCLASS Course Pages button.



4. You are now on your school's landing page, but you are not yet on your teacher's course page.

5. There are two ways for you to access your teacher's course page:

- a. Scroll down on the page until you see the My Courses list. This is the current list of your courses. Then click on the teacher's name to open the course page.



- b. You can also find courses listed at the top of the website by clicking on the "waffle" icon at the top of your page. Then click on your teacher's name to open the course page.

c.



# Sample eCLASS Course Page At-A-Glance

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## How do I navigate within my course pages?

Once you access your course page, you can navigate through key components such as Content, Calendar, and Activity Feed. The diagram on the next page shows what each of these looks like. Since each course page may be set up differently, please ask your teacher if you have trouble locating any components.

## Where can I find more information?

For more guides on how to use eCLASS, including the topics below, visit

<https://publish.gwinnett.k12.ga.us/gcps/myhome/public/about/eclass/content/eclass-c-and-i-course-pages>

- How do I submit a discussion?
- How do I submit an assignment?
- How do I use my course page locker?

The navbar (with or without icon pictures). Click **Content** to view course table of contents.

Notifications from your course pages.

The screenshot shows the course page interface. At the top, the navbar includes the Gwinnett County Public Schools logo, the course title '2020 SCHIEFELBEIN.L 115 Course Page', and navigation icons for grid, chat, notifications, and video. Below the navbar is a row of four icons: Content (book icon), Activities (person icon), Agenda (calendar icon), and Tools (wrench icon). A red box highlights these icons, with an arrow pointing to the 'Content' icon. Below this is a banner image of a library with the course title '2020 SCHIEFELBEIN.L 115 Course Page'. The main content area is divided into two columns. The left column has a 'Calendar' section showing 'Wednesday, March 25, 2020' and 'Upcoming events'. A red box highlights this section, with an arrow pointing to the text 'Calendar is where students can see upcoming due dates.' Below the calendar is a 'Content Browser' section with 'Bookmarks' and 'Recently Visited' tabs. A red box highlights this section, with an arrow pointing to the text 'Content Browser is another way to navigate to content items.' The right column has an 'Activity Feed' section with 'Latest Posts'. A red box highlights this section, with an arrow pointing to the text 'Activity Feed is where teachers can post messages to the class as well as assignments.' The activity feed shows two posts: 'File Submission Assignment' and 'Text Submission Assignment', both by 'Lara Schiefelbein' on 'May 22, 2019'.

*Note: Since set up can vary based on teacher, your course page may not look like this sample. Please ask your teacher if you need more help locating specific items on the course page.*