



Gwinnett County Public Schools is pleased to provide your child with high-speed hotspot Internet access to support digital learning.

Please be aware of the following regarding hotspot Internet access:

1. This GCPS Hotspot 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 checking out a GCPS hotspot you agree that your child and any others accessing the Internet through this service will follow the Responsible Use of Electronic Media for Students information included in the 2020-21 Student/Parent Handbook. (A copy of that information is provided on the back of this page.) While your child is borrowing this device, it is important for you to monitor your child's online activity, 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.
3. You further agree to set up the hotspot following instructions that accompany the device to assure that the use of the service follows federal law for children's Internet usage (Children's Internet Protection Act – CIPA). This device is equipped with a content filter to block access to material harmful to minors. In the event that the filter fails to block access to material you believe is harmful to minors, or it blocks access to material that is appropriate for instructional or other related purposes, please contact Ken McClung, 678-301-6415, ken.mcclung@gcpsk12.org and provide him with the website and explain why it should be blocked or why access should be permitted."
4. If you experience any difficulties with the hotspot / hotspot service please directly contact the customer service line included in the hotspot instructions. If you have questions pertaining to GCPS digital learning, please reach out to your child's teacher or local school.
5. Directions for hotspot setup will be handed to you with your hotspot device.

Attachments:

- Responsible Use of Electronic Media (on back of this page)
- eCLASS Basics Information

Gwinnett County Public Schools

437 Old Peachtree Road, NW

Suwanee, GA 30024-2978

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.

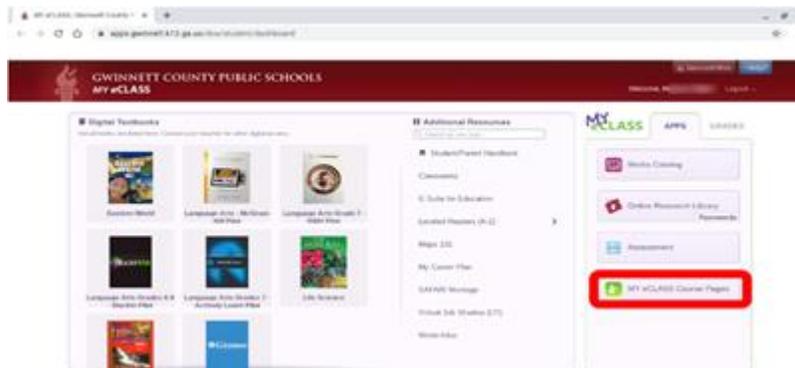
eCLASS Basics

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.



Sample eCLASS Course Page At-A-Glance

Gwinnett County Public Schools

Call your school for additional support

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?

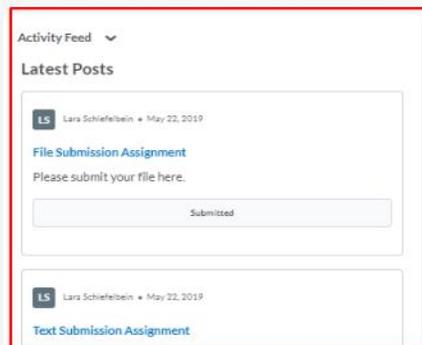
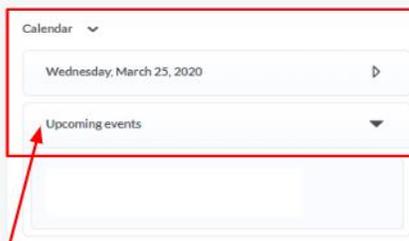
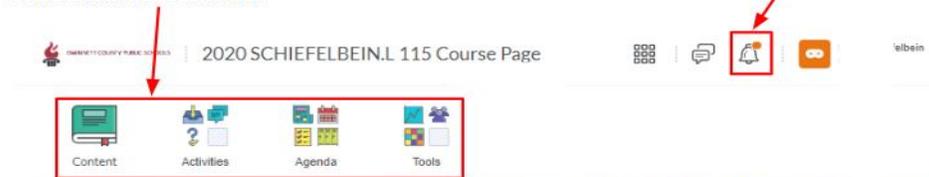
For more guides on how to use eCLASS, including the topics below, visit

<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.



Calendar is where students can see upcoming due dates.

Content Browser is another way to navigate to content items.

Activity Feed is where teachers can post messages to the class as well as assignments.

**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.*