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.

Student Device Care Expectations

	Use 2 hands to carry your laptop from the bottom. Never hold the laptop by the screen.
	Keep all food and drinks away from your laptop.
	Use your laptop on a table or a desk.
	Keep your laptop at home.
	Nothing should be placed on top of your laptop.
	Keep your keyboard clear. If the lid is closed and there is a pencil, paper, or marker on the keyboard, the screen will crack.
	Store your laptop in a clean bag for safekeeping.
	Watch the cord! Keep your laptop close to the outlet when charging. When not charging the laptop, keep the charger in a safe place.
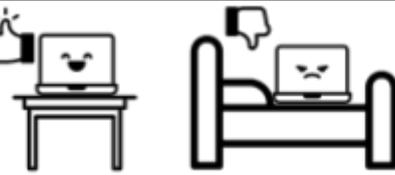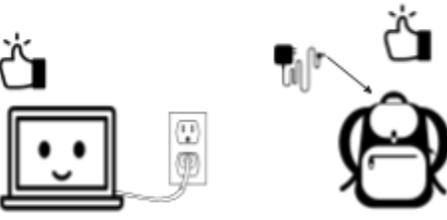
Student Device Expectations

Device Expectations

- Use 2 hands when carrying device from one location to another
    - Do not grab device by the screen
- Keep food, drinks, or other liquids away from the device
- Keep devices on a hard, solid surface like a table or desk
    - Place device gently on table or desk
- Keep device within the residence of the student
    - The device should not be taken on trips or travel destinations
- Nothing should be placed on top of the device
- When closing device, nothing should be between the screen and keyboard
- Store device in a clean bag when not in use

Charger Expectations

- Plug the device into a nearby outlet so that no one will trip over the cord
- When not charging the laptop, keep the charger stored in a secure location
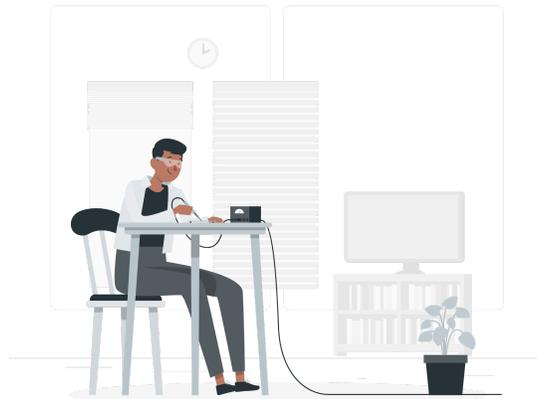
Accessing Resources on Student Portal

1. Log in to the Student Portal

- Go to the [eClass student portal](#)/ Turn on your Chromebook
    - Enter your student number and password.
    - Click **SIGN IN**.

Sign in to GCPS
Employee Portal & MY eCLASS Student Portal

USER ID

PASSWORD

SIGN IN ↵

Forgot your password?   *Create / Activate account*
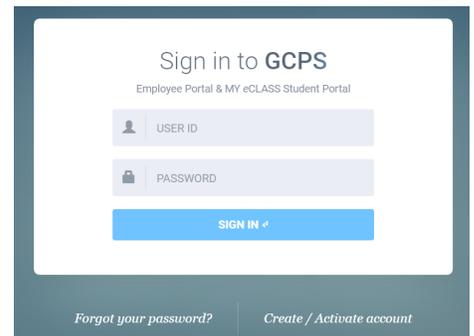
2. Utilize your Student Portal

- From your student portal, you can access the following:
    1. Your grades
    2. Your eCLASS Course Pages
    3. SchoolNet Assessment Tool
    4. Media Catalogue
    5. The Online Research Library
    6. Additional resources such as Google Workspace for Education, M365, Classworks, Safari Montage, and more.
    7. Your digital textbooks and Gizmos.

Digital Textbooks 7
Not all books are listed here. Contact your teacher for other digital access.

Accelerated Algebra I - HMH

Language Arts Grade 8 - HMH

Science - Gizmos - Explore Learning

Science Grade 8 - STEMScopes - Accelerate Learning

Social Studies Grade 8 - GBP

Additional Resources 6
Search as you type...

Student/Parent Handbook

Digital Summer Enrichment and Acceleration

Adobe Creative Cloud

Adobe SPARK

Classworks

Google Workspace for Education

Maps 101

SAFARI Montage

Social Studies Grade 8 - Virtual Field Trips - GPB

Virtual Job Shadow (LTI)

MY eCLASS APPS

1 My StudentVue

2 MY eCLASS Course Pages

3 Assessment

4 Media Catalog

5 Online Research Library
Passwords

School Chromebooks at Home- Connecting to Wifi

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 wifi

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

Choose your wireless network or an open network.
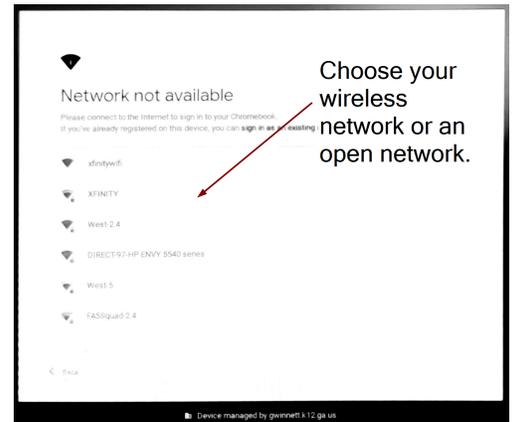
- If your network is password-protected, enter the password for your wireless network.
- Click **Connect.**
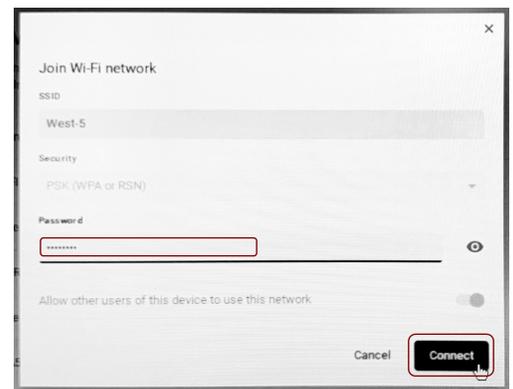
- You will then receive a message that the chromebook is managed by Gwinnett County Public Schools and will be asked to log on to the chromebook. Click **Next (blue button).**
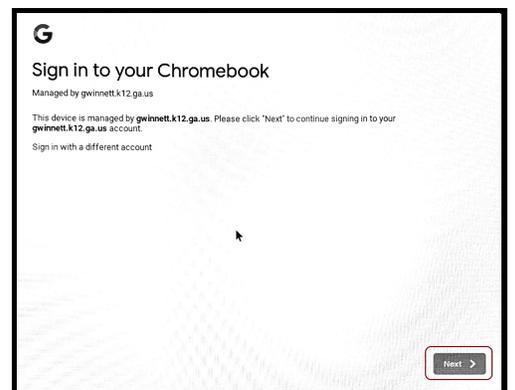
3. Log onto the Chromebook

- 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, and 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 wifi credentials.

Zoom on School Chromebooks

Note that each student using the chromebook will need to follow these instructions to enable Zoom.

1. Log onto the Chromebook

2. Click the app launcher icon, which is a circle on the left of the taskbar at the bottom of the screen.
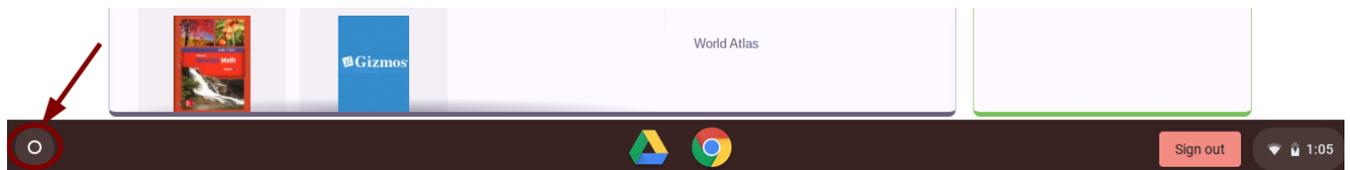
3. Click the upward arrow above the search bar.
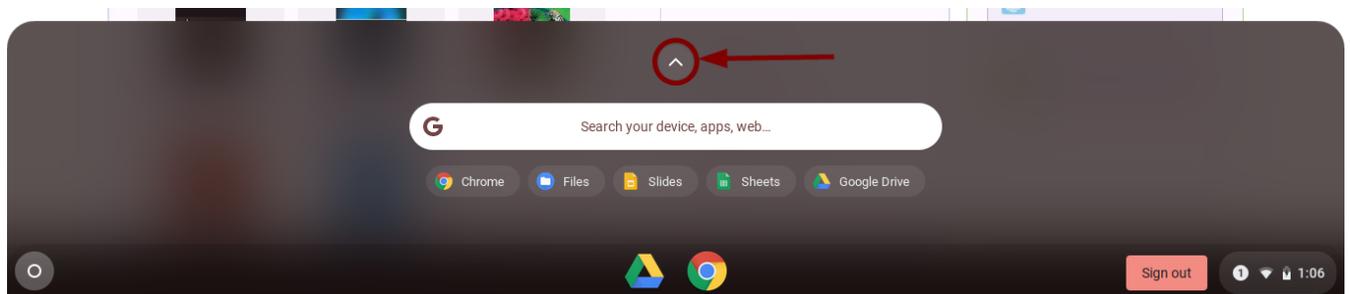
4. Click Web Store.
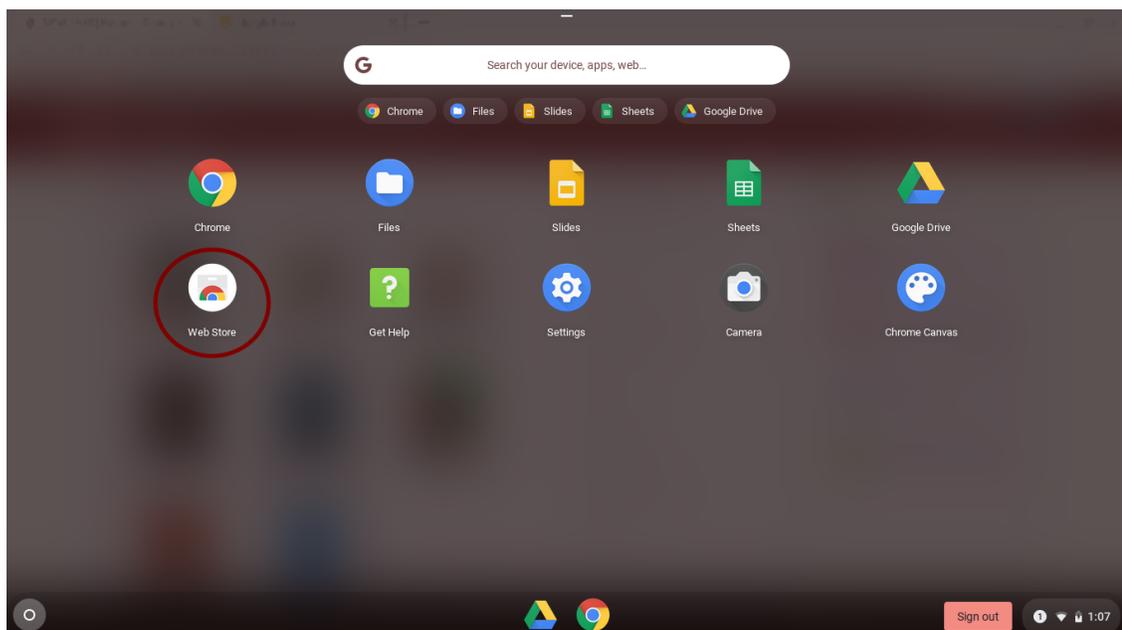
5. Click For g.gcpsk12.org in the menu on the left side.
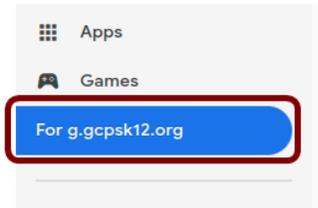
6. Click Zoom.
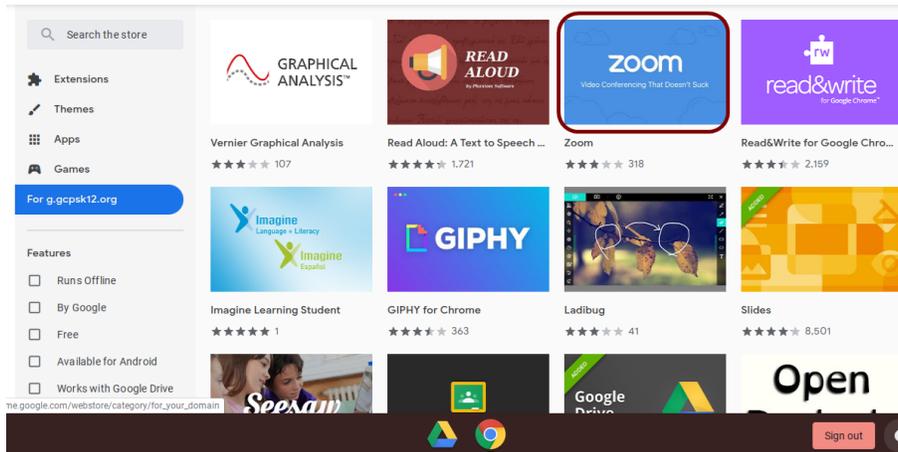
7. Click Add to Chrome
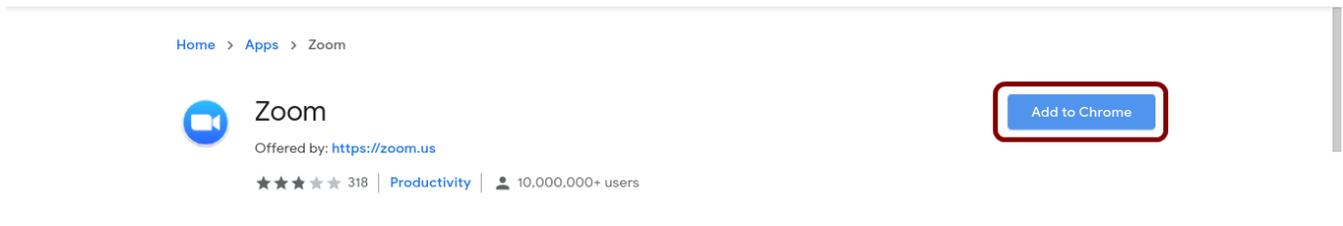
8. Click Add app
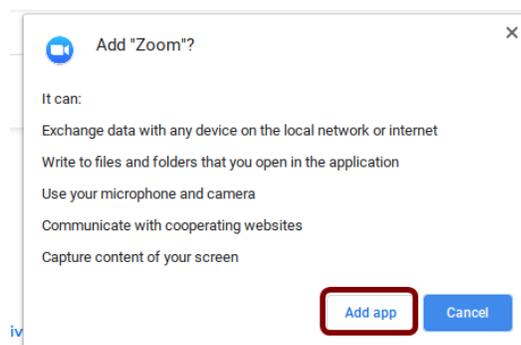
9. Zoom is now on your Chromebook. You can click the app launcher to access it.