

Long Island City High School Student Internet Usage Guide



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Digital Citizenship Responsibilities Parents, Students, & Teachers

Parents and teachers are in charge of helping students be good digital citizens. This means they support students in using the internet in ways that are safe, responsible, and appropriate. They also help students follow the rules and etiquette that lead to effective digital learning. Here are the responsibilities expected of parents, students, and teachers:

Parent responsibilities

- Make sure your children act responsibly. This includes knowing and understanding the [Discipline Code](#), [Internet Policy](#), and [Social Media Guidelines](#).
- Keep track of your children's use of the internet when they are outside of school.
- Share values with your children and discuss with them what is and is not acceptable on the internet.

Student responsibilities

- Follow school and classroom rules for using technology.
- Collaborate in ways that add to the learning environment.
- Act responsibly toward others you interact with face-to-face and/or online.
- Use technology to support an inclusive school community.
- Protect passwords and make sure devices do not automatically save passwords.
- Be careful when providing any personal information and always get a parent's permission before you do.
- Have permission from a parent before meeting anyone in person that you have met only online.
- Respect and care for school work and devices.
- Only download music, photographs, or video if you have permission from your teacher. Follow the owner's instructions for use. If you don't know whether you can use something you found online, request permission from the owner.
- Only use accounts that belong to you.
- Raise money for school activities only as directed by your teacher.
- Reach out to a trusted adult or Respect for All (RespectForAll@schools.nyc.gov or (212) 374-2350) if you see anything that is inappropriate, threatening, or unkind.

A student who does not act responsibly may face the consequences explained in the [Discipline Code](#) and [Chancellor's Regulations](#).

Teacher responsibilities

- Teach students appropriate behavior when interacting with other individuals online, as well as making sure they are aware of and familiar with ways to react appropriately to cyberbullying.
- Provide students with guidelines and support for safe and responsible use of the internet.
- Notify parents if student work involves using the internet to communicate with individuals outside the school community (i.e. other classes, experts, authors).
- Provide alternative learning activities if a student's use of technology is revoked.
- Protect student information as stated in the [Chancellor's Regulation A-820](#), which addresses the confidentiality and release of student records and the [Family Educational Rights and Privacy Act](#) ("FERPA"). In accordance with this Regulation and federal law, schools cannot share personal information from a student's education record without parental consent, except in a few limited exceptions. Refer to the [Privacy Policy](#) to learn how information is protected, collected, and used.
- In accordance with the law (the [Children's Internet Protection Act](#)), internet content is blocked if it is inappropriate for minors, lacks educational or work-related content, or poses a threat. Teachers can request that their principal complete the [website security change request form](#) to block a site or to unblock a site that is needed for learning purposes.
- Follow [Chancellor's Regulation A-610](#) to raise money for school activities.
- Reach out to a supervisor if you encounter inappropriate use or communications which violate DOE policies or regulations.

Internet Acceptable Use and Safety Policy (IAUSP)

From <http://schools.nyc.gov/RulesPolicies/InternetAcceptableUse/default.htm>

Students Using the Department's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.

Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.

- Students should not allow Department computers to save their passwords.

Parents:

- Although students generally will be supervised when using the Department's Internet System on school property, it is not practicable for the Department to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the Department's Internet Systems.
- Parents are exclusively responsible for monitoring their children's use of the Internet when the Department's Internet Systems are accessed from home or a non-school location. The Department may or may not employ its filtering systems to screen home access to the Department's Internet Systems. Parents should inquire with the school or Department.

Violations of this Policy

The Department, including central offices and schools, reserves the right to terminate any user's access to Department Internet Systems - including access to Department e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable Chancellor's Regulations. If a student's access to the Department's Internet System is revoked, the student may not be penalized academically, and the Department will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled by appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Internet Safety Tips for Children and Teens

From <https://www.nypl.org/help/about-nypl/legal-notice/internet-safety-tips>

- **Personal Information.** Don't give out personal information without your parents' permission. This means you should not share your last name, home address, school name, or telephone number. Remember, just because someone asks for information about you does not mean you have to tell them anything about yourself!
- **Screen Name.** When creating your screen name, do not include personal information like your last name or date of birth.
- **Passwords.** Don't share your password with anyone but your parents. When you use a public computer make sure you log out of the accounts you've accessed before leaving the terminal.
- **Photos.** Don't post photos or videos online without getting your parents' permission.
- **Online Friends.** Don't agree to meet an online friend unless you have your parents' permission. Unfortunately, sometimes people pretend to be people they aren't. Remember that not everything you read online is true.
- **Online Ads.** Don't buy anything online without talking to your parents first. Some ads may try to trick you by offering free things or telling you that you have won something as a way of collecting your personal information.
- **Downloading.** Talk to your parents before you open an email attachment or download software. Attachments sometimes contain viruses. Never open an attachment from someone you don't know.
- **Bullying.** Don't send or respond to mean or insulting messages. Tell your parents if you receive one. If something happens online that makes you feel uncomfortable, talk to your parents or to a teacher at school.
- **Social Networking.** Many social networking websites (e.g., Facebook, Twitter, Second Life and MySpace) and blog hosting websites have minimum age requirements to sign up. These requirements are there to protect you!
- **Research.** Talk to your librarian, teacher or parent about safe and accurate websites for research. The public library offers lots of resources. If you use online information in a school project make sure you explain where you got the information.

Welcome to Google Apps for Education

About Google Apps for Education

Google Apps for Education (GAFE) is a cloud-based system offering online productivity tools for classroom collaboration. GAFE provides students and teachers with unlimited cloud storage in Google Drive, Docs, Sheets and Slides. GAFE also provides student email and other modern online communication tools.

Starting up

Open a web browser (Google Chrome, Safari, Firefox, Internet Explorer, etc.) and go to the Digital Backpack webpage:

Logging on

Teachers

Teachers should use their GAFE account to access all functions. Your email is your DOE username @lichs.org.

Students

Students who have returned their parent/carer consent form will use their SchoolsNET username (student number) and password.

Click "Logon".

When the Backpack page launches, click the Gmail icon.

Benefits

With Gmail, you can:

- Send and receive emails and notifications to stay up to date with tasks, assignments and school events.
- Access your school email from anywhere online, on any device with a modern browser.
- Categorise and sort your emails the way you want, so you can find things quickly and easily.
- Enjoy an inbox with unlimited storage.

TO NOTE: ALTHOUGH GMAIL HAS THE ABILITY TO CONNECT LIVE VOICE, VIDEO AND INSTANT MESSAGING, THESE FEATURES ARE DISABLED BY DEFAULT FOR STUDENTS.

Your Email Account

Your email address will be your firstnamefirstinitiallast4ofyouosis@lichs.org. You can see any adult in your SLC's hub for help accessing your account.



Barack OBAMA

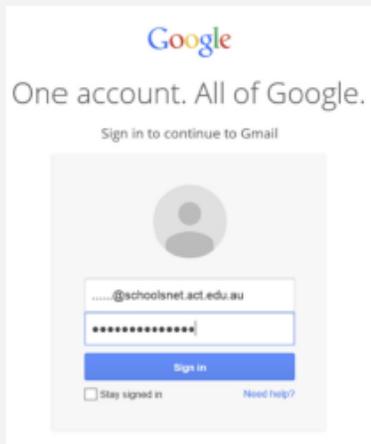
baracko1234@lichs.org

Google Apps for Education connects your email address to your first name and last name. Whenever you send someone an email, they will see your name and email address in their inbox.



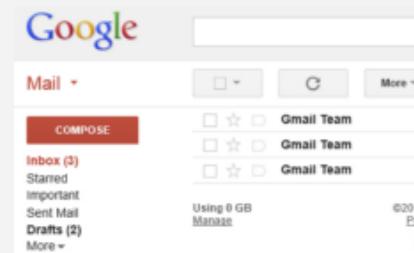
Access Google Apps using your Email

When you go to any Google Apps service in a web browser, such as <https://mail.google.com/> or <https://drive.google.com/> it will prompt for your Google username and password to log in.

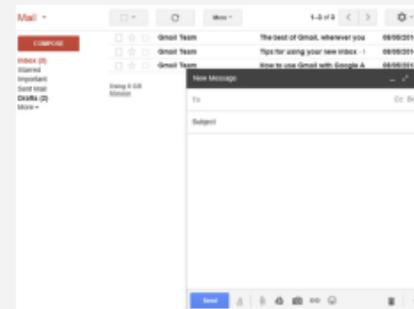


When prompted by Google, enter in your email address (such as baracko1234@lichs.org) as your user name, then enter your password. Click "Sign In."

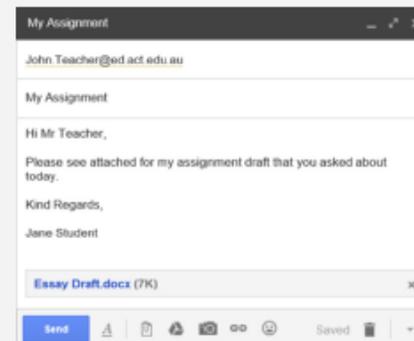
Compose and Send an Email



1. Click the Compose button on the left side of your Gmail Inbox.

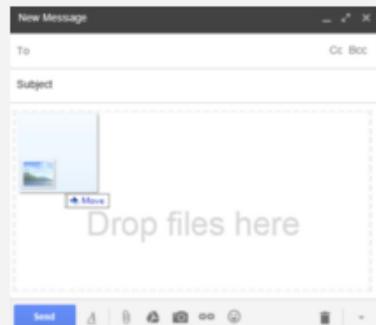


2. Type your recipient's email address in the "To" field. The Cc and Bcc (copy and blind carbon copy) will let you include additional recipients whose responses are welcome but not required



3. Enter a subject for your message in the "Subject" field.
4. Write your message! Just click in the large field below the subject line and type away.
5. When you're done composing, click the Send button at the bottom of your compose window.

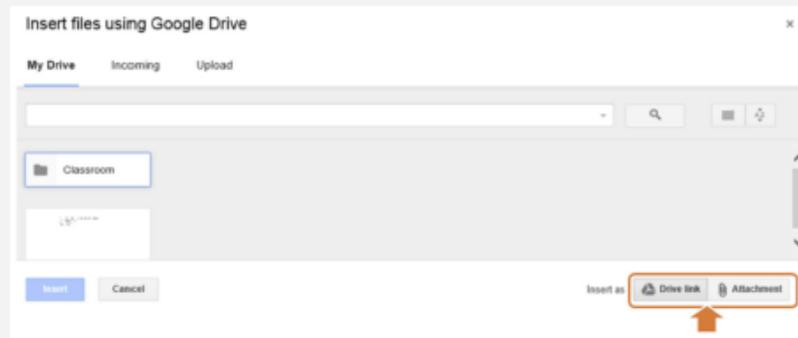
Add Attachments



There are also icons that allow you to add attachments:

There are several ways you can add attachments to an email. The easiest is to drag and drop file attachments from your computer directly into the compose window

1. In the compose window, click any of the attachment icons to add files from your computer or Google Drive.

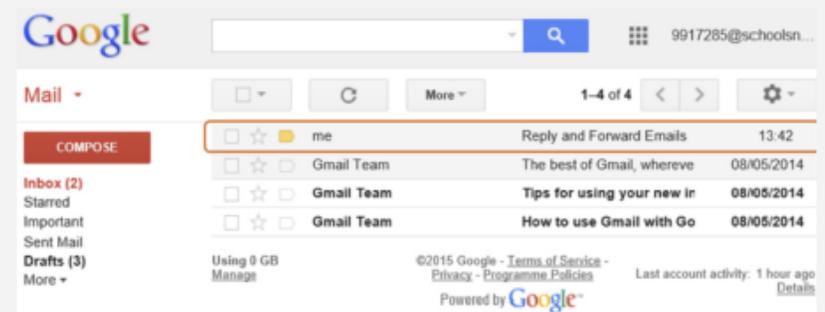


2. If you want to add an attachment from Google Drive, you will have the option to add as a link, or as an attachment. A Drive link will send the recipient to the Google Drive file in the web and the Attachment will take the file from Google Drive and attach it as a stand-alone file.

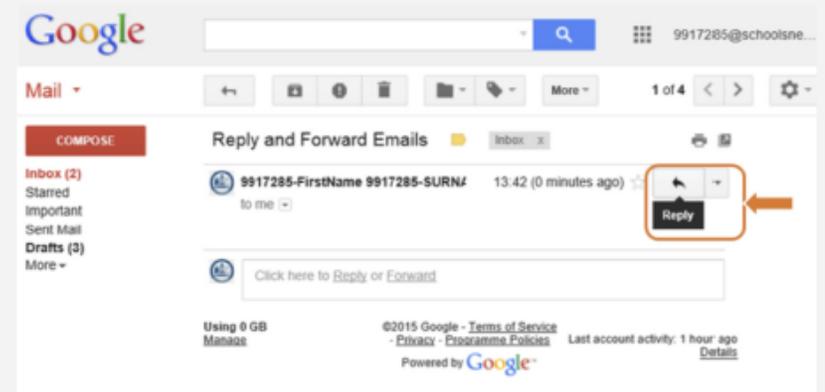
Attachment Limits: You can send messages up to 25 megabytes (MB) in size. If you'd like to send attachments that are larger than this, you can attach a Drive link to the larger file that is stored in your Google Drive.

As a security measure, Gmail doesn't allow you to send or receive executable files, such as files ending in .exe

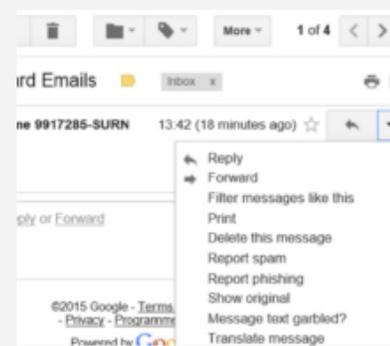
Reply and Forward an Email



1. In your Inbox, select the email you wish to reply to or forward to another recipient.

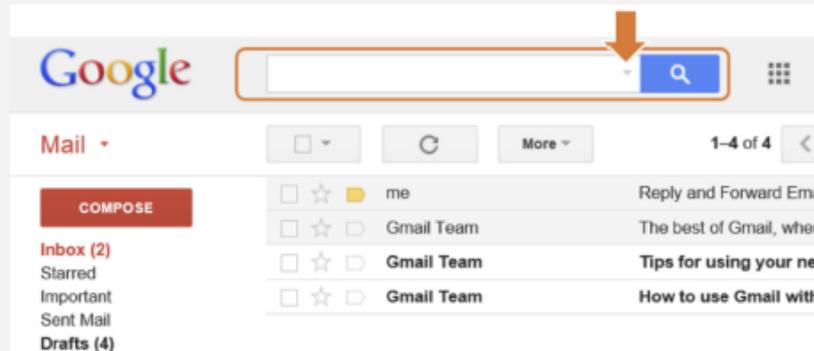


2. To reply, select the arrow icon to the right of the email.
3. To forward, select the dropdown icon to the right of the arrow icon and select forward

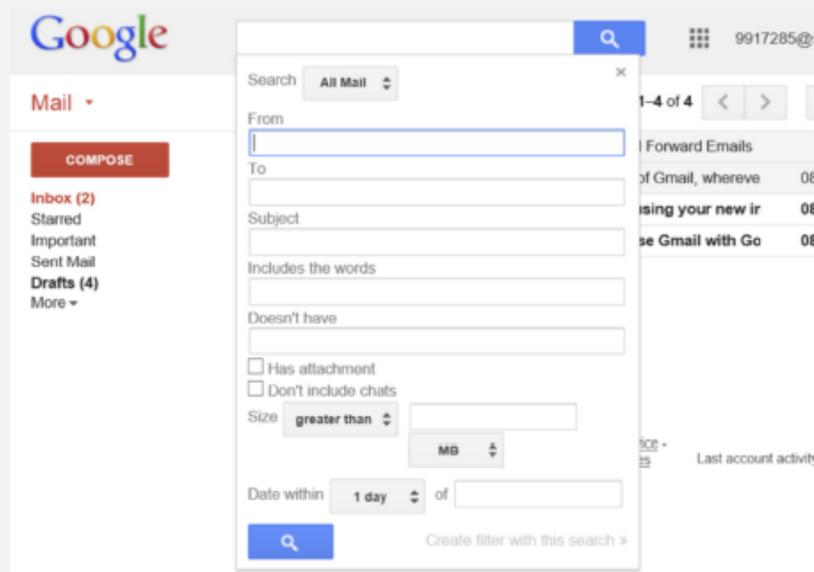


4. You will also see other options in this menu such as Filter, Print, Delete and Reply All if your email contains multiple recipients

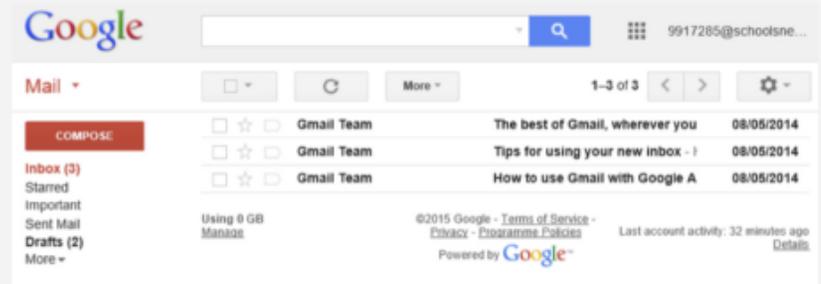
Search in Gmail



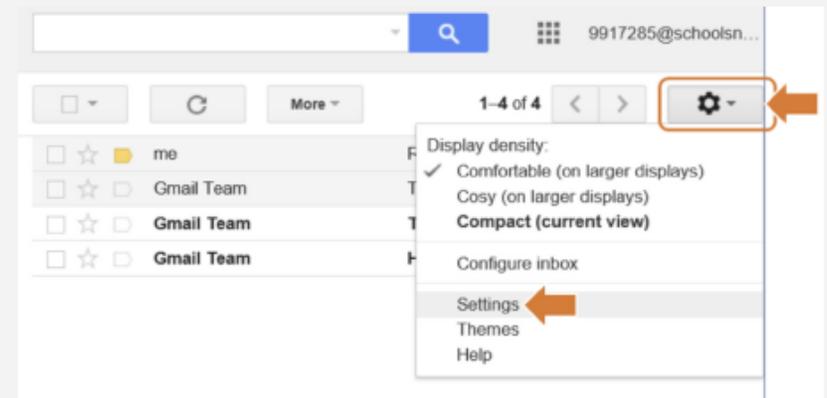
1. To search your inbox, click in the search box at the top of the screen and simply type the word you're looking for. For example, if you are looking for an email about a science assignment, type in the word "science".



2. To add more to your search, click the small dropdown arrow to the right of the search box. This provides more advanced options for your search



Change Email Settings



1. In your Gmail Inbox, Click the gear icon in the top right.
2. Select Settings.
3. The Settings menu will allow you to make changes to your Gmail environment that may better suit you than the current default settings.

The Do's and Don'ts of E-mail Etiquette

Adapted from <http://www.teensharp.org/2016/09/26/the-dos-and-donts-of-email-etiquette/>

1. Write a meaningful subject line. Do not be vague and general, but don't be too lengthy either. Vague subject lines will easily get lost, but a specific and clear subject line will grab your reader's attention and will help you receive the desired response faster.

BAD SUBJECT LINE

GOOD SUBJECT LINE

Homework

Homework Due Saturday 9/10

Essay

Dupont Challenge Essay Due 1/1/17

Question

Question about Dickinson Admissions

2. Keep the message focused. Know exactly why you are sending an email. A strong subject line will help you stay focused. If you have a vague subject, like "Question" you may end up with a vague email.

BAD MESSAGE

To: teacher.learning@edu

Subject: Question

Mr. Teacher. I don't get the Dickinson Essay requirements.

GOOD MESSAGE

To: teacher.learning@edu

Subject: Question About Dickinson Essay

Dear Mr. Teacher,

I'm working on the admission essay to Dickinson College, and the directions are unclear about the length. How do you suggest I proceed?

Thanks for your help,

Melissa

3. Include salutation and closing. It's important that you learn how to address others professionally via email; including a salutation and closing is a part of the professional email etiquette. Furthermore, a salutation and closing show that you care about the person you are addressing (there's hardly anything more important to our identity as our name).

BAD MESSAGE

To: teacher.learning@edu

Subject: Help

I don't get the homework questions.

GOOD MESSAGE

To: teacher.learning@edu

Subject: **Request for Help with 9/10 Homework**

Good Afternoon Mrs. Teacher,

I hope you're well. I read the article that we're supposed to refer to for the homework questions, but I still can't quite understand questions 2 and 4. Could you please kindly explain what you mean by "underlying connotation"?

Thanks for your help,

Melissa

4. Use a standard font, including size and color. Avoid emojis and images (unless the images are relevant to your message). Fonts such as Arial, Times New Roman, and Calibri, in black and size 11 or 12 point, are examples of standard fonts that are expected in professional settings. Large or colorful fonts come off as unprofessional or immature; small fonts are hard to read. Avoid using all capital letters, which can be interpreted as “yelling.”

BAD MESSAGE

To: speaker.connecting@edu

Subject: **Our lunch meeting**

Hello! 😊 I'M SO EXCITED TO SEE YOU FOR LUNCH! Thanks for agreeing to meet with me. 🙏

GOOD MESSAGE

To: speaker.connecting@edu

Subject: **Our lunch meeting**

Good Afternoon Mr. Speaker,

Thank you so much for agreeing to meet me for lunch tomorrow at Sac's. I am very excited to meet with you and hear more about your career experience.

Sincerely,

Melissa

5. Identify yourself clearly. This is particularly important when e-mailing someone you've recently met or someone you have never met before.

Example 1 — if you have met the person you are emailing

To: speaker.connecting@edu

Subject: **Can we meet for lunch?**

Good Afternoon Mr. Speaker,

I hope you're well. **My name is Melissa, and you spoke to my TeenSHARP class about the importance of grit on Saturday, September 2nd.** I am interested in learning more about your story, as my life is a lot like how you described yours when you were in high school. If you have some time to meet for lunch over Spring Break, I would really like to meet with you.

Thanks,

Melissa

Example 2 — If you've never met the person you are emailing

To: speaker.connecting@edu

Subject: **Can we meet for lunch?**

Good Afternoon Mr. Speaker,

I hope you're well. **My name is Melissa, and I am a College Access Ambassador in Delaware's TeenSHARP program. TeenSHARP is a rigorous, multi-year enrichment program that prepares talented youth of color for and places them into selective colleges and Universities ready to thrive.** I am interested in learning more about your story, as my life is a lot like how you described yours when you were in high school. If you have some time to meet for lunch over Spring Break, I would really like to meet with you.

Thanks,

Melissa

6. Be polite, never write while irritated. If you receive an email that upsets you, first re-read it to make sure that you have interpreted the information correctly. If you are still upset, wait at least 12 hours to respond. Do not type a response until you have calmed yourself. I highly recommend that you ask a mentor, parent, or teacher to read the email with you so that you can figure out the most appropriate response. It would also be appropriate to have your mentor, parent or teacher read your response. Remember, it is easy to burn bridges but it is hard to build them!

From: teacher.school@edu

Subject: **Your 2nd Marking Period Exam Grade**

Dear Melissa,

You have received a 66% on your 2nd Marking Period Exam Grade. I requested that you turn in all parts of the exam on time, and you did not. Also, your answers were rushed, and you left class early on the day of the exam. I am disappointed. Please see me at the end of class.

Regards,

Mr. Teacher

BAD RESPONSE

To teacher.school@edu

Subject:**2nd Marking Period Exam Grade**

Mr. Teacher,

You can't do that. You can't just take off points for stupid reasons. You can't take points off because I left class early. Cameron did less than me and you gave him an 87%. You can't play favorites. I'm taking this to the principal.

GOOD RESPONSE

To: teacher.school@edu

Subject: **2nd Marking Period Exam Grade**

Mr. Teacher,

I too am disappointed to find that I scored so low on the exam. I owe you an explanation, although it is a belated one, and I sincerely hope that we may be able to discuss this further tomorrow after class. At the time of the exam, I was undergoing an arm surgery, which required that I remained under the close supervision of my doctor during the recovery. That is why I had to leave the exam early; my doctor could accommodate me only at that time. I really hope that you may consider making

an exception and allow me to recover the late points in light of this circumstance. I look forward to speaking with you tomorrow.

Best,

Melissa

7. Don't use text message language. Please be formal. Writing formal and professional emails shows off your writing abilities to teachers, mentors, and eventually, college admission officers.

BAD LANGUAGE

To teacher.school@edu

Subject: **English Homework Due 9/12**

GM

Idk how to do pt 1 of the hw. Was it in the txt? Thanx ttyl. Melissa

GOOD LANGUAGE

To teacher.school@edu

Subject: **English Homework Due 9/12**

Good Morning Mr. Teacher,

Is there an example of part 1 of the homework in the textbook? I don't quite remember how to do it.

Thanks,

Melissa

8. Respond Promptly. Ideally, you want to reply to your emails within 24 hours. Missed emails equal missed opportunities.

9. Proofread: Easy errors are noticeable at best, and annoying at worst. Be sure to read your emails to make sure they are free of errors

BAD LANGUAGE – MANY ERRORS

To: speaker.connecting@edu

Subject: Can we meet for lunch?

Good **Afthernon** Mr. Speaker,

I hope **your** well. My name is Melissa, and I am a College Access Ambassador in Delaware's TeenSHARP program. TeenSHARP is a rigorous, multi-year **enrichmnt** program that prepares talented youth of color for and places them into selective colleges and universities ready to thrive. I am interested in **learning** more about your **story**, as my life is a lot like how you described yours when you were in high school. If you have some time to meet for lunch over Spring Break, I would really like to meet with **u**.

Thanks,

Melissa

10. Show respect and restraint: This shows that you are emotionally mature and capable of self-control. Even after receiving an unsettling email. Look at number 5 for an example.

If you keep these 10 steps in mind, you will be capable of making a mature and professional impression.