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BLOOMINGTON

Public Schools

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Dear Parents and Guardians,

This year we have integrated more technology within our curriculum between home and school. It has been an exciting and successful endeavor.

We spent a lot of time at the beginning of the school year, teaching students appropriate use with the technology. Students were shown how to properly care for and use the equipment assigned to them.

One of the areas we are focusing on next is educating parents on ways to keep their children safe online. The ability for students to communicate with each other online is an amazing teaching tool, but it can also open up opportunities for them to "chat" with one another. Students don't always remember that what they put online is creating their "digital footprint," and even if they delete it from their computers and email boxes, it is still out there in the digital world.

In the coming weeks, we will be reviewing this information in school. We strive to keep students safe here at school and we do not want our devices to become an obstacle to their learning.

We are also asking for your help. **We would ask that you check your child's ChromeBook history, email accounts, and chats on a regular basis (weekly would be great).** If you notice any inappropriate use, discuss it with your child. Please take the time to sit with your child, ask questions, and take an interest in their learning.

Included are directions for checking website, email and chat history on your child's ChromeBook. Also included are family discussion tips.

Thank you for being your child's number one advocate and for being involved in their learning!

Sincerely,
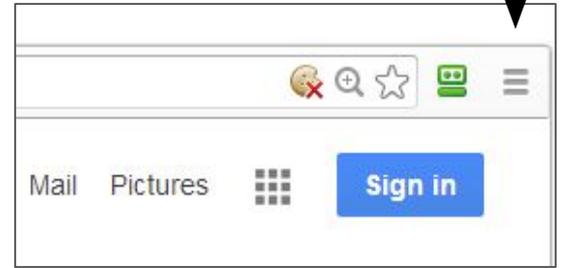Joan Maland, Principal
Kristi Johnson, Media Specialist

How to Check ChromeBook History

1. Have your child log in

2. Open **Google Chrome**

3. Click on the 3 lines on the right side of the screen.

4. Click on **History, then the arrow next to History**. You will see a list of the websites your child has been on. Click on several of the links to view the websites.

New Tab	⌘T
New Window	⌘N
New Incognito Window	⇧⌘N
History	▶
Downloads	⇧⌘J
Bookmarks	▶
Zoom — 100% + ⤢	
Print...	⌘P
Cast...	
Find...	⌘F
More Tools	▶
Edit Cut Copy Paste	
Settings	
Help	▶

Mail   Pictures   ⁝⁝⁝   **Sign in**

How to Check Email History

1. Have your child log in

2. Open the **Mail** envelope or the 9 boxes in the top right corner, then **Mail**

Mail   Images   ⁝⁝⁝   🔔

My Account   Search   Google+
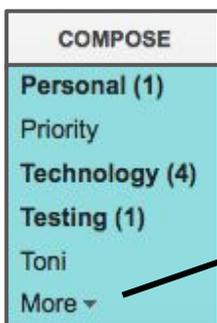
Mail   Calendar   Drive

3. Check **all SENT** and **RECEIVED** emails
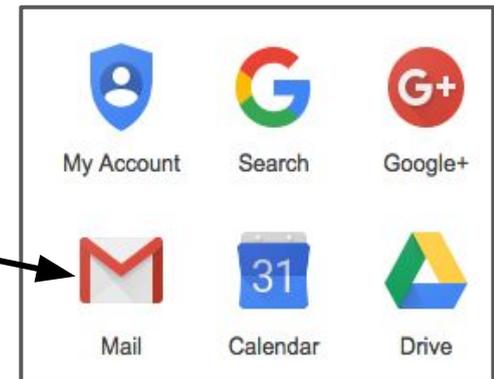
How to Check Chat History

1. While in **MAIL,** look on the left hand side, below the **COMPOSE** button. There will be **MORE** with an arrow. Click on the **arrow** for more options.

- Click on **Chats**. If there are any messages, please check them. Remind your child that **ALL** messages should be school-related. **This has become an issue in some of the classes so be sure to look through all of them.**

COMPOSE

Personal (1)
Priority
Technology (4)
Testing (1)
Toni
More ▾

Important
Chats
Circles
Misc

Family Time

Talk about their website History, email and chat history:

- Do you see many websites during the school day that do not look like they are related to school?
- Are they spending a lot of time on videos games at home?
- Are they watching YouTube videos during their free time?
- Are they playing games or watching videos with violence or that are sexual in nature?
- Are they chatting online or using Social Media websites?

Here are some tips for having a healthy media "diet"

A healthy media diet balances three things: what kids do, how much time they spend doing it, and whether their content choices are age-appropriate. Mixing media and tech time with other activities will help families find that happy balance. These tips can help set your children up for success.

1. **Find balance.** Instead of counting daily screen-time minutes, aim for a balance throughout the week. With your kids, plan a week that includes stuff they have to do and stuff they like to do, such as schoolwork, activities, chores, reading, family time, and TV or gaming. Decide on limits and behavior for your family.

2. **Walk the walk.** Put your devices away while driving, at mealtimes, and during important conversations. Kids will learn habits from you.

3. **Talk about it.** Ask questions about kids' favorite games, shows, and characters. Discuss ideas and issues they read about or learn about through a TV show or a game. This is an opportunity for bonding, learning, and sharing your values.

4. **Create tech-free zones.** Set rules that fit your family, such as "no devices during dinner," "no social media during homework," or "all screens off before bedtime."

5. **Check ratings.** Choose age-appropriate, high-quality media and tech for your kids. Check reviews on CommonSenseMedia.org to find good websites and TV shows.

If you would like to create a [Family Media Agreement](), CommonSense Media has a one that you can use.

https://www.commonsensemedia.org/sites/default/files/uploads/pdfs/fma_all_0.pdf