

Tips for Keeping your Child Safe Online

GCS attempts to educate children about Internet and email safety. However, we realize that your children also use the computer at home and in the community. The tips and resources below will help you keep your children safe while they are online.

- *Always place the computer in a 'high traffic' area. Computers should never be in a bedroom*
- *Monitor your child's email account for inappropriate content*
- *Monitor your computer for instant message accounts and make sure that if your child uses instant message, you know who is on their chat list.*
- *Check the history of your Internet browser and the history of any instant message programs*
- *Have frequent conversations with your child about appropriate use of the Internet, email, and other communication tools*
- *Consider purchasing tools that help you monitor your child's activities online. A few are listed below.*

Computer Monitoring Programs

Programs you may want to purchase

Eblaster (www.eblaster.com)

Works without knowledge of the user and emails you reports as to what they have been doing on the computer

SentryPC (www.childsafe.com)

Allows you to control how long users are online, what they can access and block websites you want to deny access to.

Spector (www.spector.com)

Logs every keystroke a user makes whether it be on email, instant messaging, Myspace, etc.

Student Email Acceptable Use Policy

All students agree to the following terms and conditions upon logging into a Greenville County School Account.

- *I will not use email to bully, harass, or threaten other students or individuals*
- *I will not use email to send chain letters, viruses, or hoaxes to other students or faculty*
- *I understand that email is provided to me by the district and is district property. The district reserves the right to access a student's email account at any time if misuse is suspected*
- *I understand that my email account is filtered and that any message written that contains inappropriate language or content will not be delivered.*

VIOLATION OF THIS AGREEMENT WILL RESULT IN TERMINATION OF YOUR STUDENT EMAIL ACCOUNT

Questions about student email can be directed to:

Jeff McCoy
Director, Instructional Technology
864-355-3134
jmccoy@greenville.k12.sc.us

Greenville County Schools "Where Enlightening Strikes"

Guide to Student Email



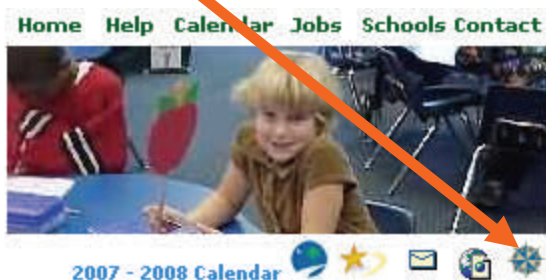
Dear Parents,

Greenville County Schools is happy to provide email to students in grades 3-12. GCS email accounts are filtered for content and inappropriate material. As an extra measure of protection, you as a parent can login to your child's email account at any time by going to the parent portal and clicking on the email link. This brochure will explain exactly how you can do this. If you do not want your child to have an email account, please contact the school and we will disable your child's account. Please understand that teachers may use the email to communicate with their students and that the National Technology Standards also have standards for students using email beginning in 3rd grade. We hope that by providing your child with this opportunity, we will be able to educate them about online communication tools and help keep them safe online.

Instructional Technology
355-3123

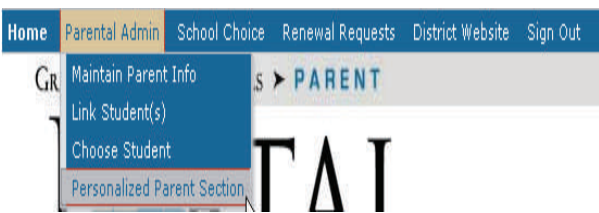
Logging into your Child's Account

1. Login to the parent portal by clicking on the parent portal icon at the top of the Greenville County webpage.



2. Login to the parent portal using your username and password or create a username and password if you do not already have one.

3. Once inside the parent portal, scroll over **Parental Admin** and choose **Personalized Parent Section**



4. Your screen will change and give you additional menus. In the first box under **get organized**, click on **student's email**.

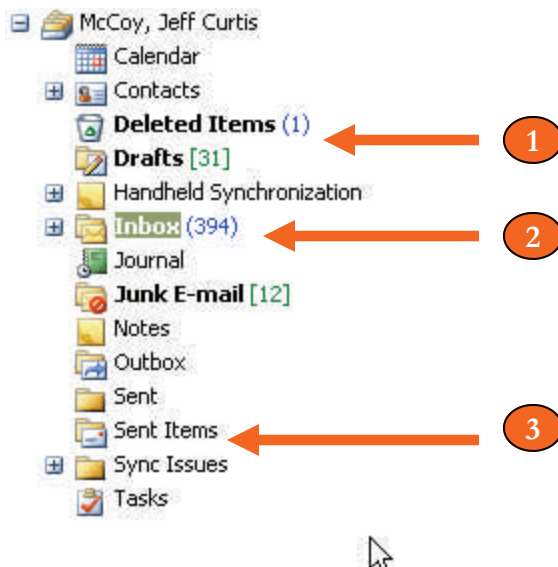


5. Once you click on **student's email**, the following message will come up. Click on the **click here** button and you will be logged on to your child's email account.

To open Popup of Outlook Web Access for your student
(Note: Popups MUST be enabled!)

[Click Here](#)

Navigating your Child's Account



You will want to look at the following folders:

- 1 Deleted Items Contains any items your child may have deleted from their inbox
- 2 Inbox Contains read and unread email . The number in parenthesis is the number of unread email your child has in their box.
- 3 Sent Items Contains all the emails your child has sent



Facts about GCS Email Accounts

- All Greenville County email accounts are filtered for inappropriate content
- No individual outside the GCS network has access to look up email addresses. Individuals outside GCS can only email students IF they have given them their email address
- GCS strongly encourages parents to periodically check their child's email account .

Safety Tips

Greenville County strives to teach all children safety tips when using both email and Internet. Below are some safety tips you can go over with your students in order to assure their safety online.

- Never give out your email address or any other personal information.
- If you receive an email that makes you uncomfortable or contains inappropriate content, let your teacher or parents know.
- Never download any programs to your computer without your parent's permission
- Never give your email username or password to anyone except your parents.
- Always be polite and courteous when writing and responding to email messages. Never write anything to anyone you wouldn't say in front of your parents or teachers.