



# Digital Citizen News

## October 2020

It's Great  
Pumpkin  
Weather!



Volume 4 : Issue 2 - October 2020

### This month we focus on DIGITAL SAFETY



## STAY HEALTHY & STAY SAFE

Before we can responsibly talk about your digital safety we need to consider your physical safety. It is important in this time of a global pandemic to make smart decisions about your health.

All of our best information about maintaining good health suggests that you should practice social distancing, wear a mask when you can't social distance, avoid large group gatherings, wash your hands frequently and use hand sanitizer if needed.

These practices will help you stay healthier and safer, and also will help you to protect those people that you come into contact with.

### DIGITAL CITIZENS MAKE GOOD CHOICES



## Password Management Keeps Your Info Safe

We use online accounts to do everything from sharing pictures, to getting news, to online shopping and paying bills. Your passwords for these accounts protect your information from being seen by others. Use good password management techniques.

This article has **9 Rules for Strong Passwords**.  
Click this link - <http://go.gstric.org/strong-passwords>



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We send our newsletter via email to our list of very special users each month.

It's easy! Scan this QR code with your phone, or go to <http://go.gstric.org/dcnews-signup> in your browser.



## Attention! A Message to All You Creative Types Out There!

For a third straight year we are running our **Digital Citizenship Calendar Art Contest**.

We are creating a calendar for the 2021-22 School year and we would like to feature your art work in it.

Full Contest Details and an entry form are attached at the end of this newsletter and online at:  
<http://go.gstric.org/art-contest>



## Dear Techie Tom

Dear Techie Tom,

*I have a Chromebook for remote learning, but my classes are asking me to use Microsoft Teams. I heard you can't use any Microsoft Products on a chrome book. Does Microsoft Teams work on Chromebooks?*

- Patti M.

Dear Patti M.,

Yes! If you have a GST BOCES Office 365 account, you can certainly use Microsoft Teams on a Chromebook! Just navigate to <https://teams.microsoft.com> and enter in your GST BOCES username and password to access the web version of Teams.

In fact, you can access the web-version of all Microsoft Office 365 products by going to <https://office.com> and entering in your GST BOCES email address and password. Tom



Last Spring, teachers all over the state and the country had to learn the ABC's of video-conferencing very quickly. Working and teaching from home threw them into all kinds of new and different situations, often using software they had never used before. Zoom, Microsoft Teams, Google Groups and Hangouts, and Webex just to mention a few. We put together some tips to help teachers lead **safe and successful** video conferences with their colleagues and students.

### Here are some "Dos"

- DO** ... Use a virtual waiting room
- DO** ... Only admit people you know
- DO** ... Make people identify themselves
- DO** ... Mute participants upon entry
- DO** ... Use a password
- DO** ... Use reactions to give the presenter feedback

### And here are the "Don'ts"

- DON'T** ... Admit people you don't know
- DON'T** ... Publicly post links and passwords for meetings
- DON'T** ... Use your personal meeting id for all meetings

## PII, Phishing and Oversharing

- Become more aware of the types of information you are putting out there, who you are sharing it with, and how to protect yourself.

**PII** is **Personally Identifiable Information**, basically it is any information that can be used to distinguish or trace a person's identity such as full name, mother's maiden name, social security number, date and place of birth, driver's license number, taxpayer identification, medical information, financial information, etc. Protect this information. Don't share it online. Visit the page at <http://go.gstric.org/all-about-pii>

**Phishing** is a group of persuasive techniques that someone uses to try to get you to divulge your personal information. Phishing happens often through email or through phone solicitation. People will use false identities and false claims to trick you into giving them your account information. Don't let them pressure you. Reputable companies will not make these kind of calls or send these types of emails.

**Oversharing** occurs when you aren't careful about sharing certain types of personal or private information on social media sites. You may be comfortable telling friends about your love life but you may not want their friends to know about it. It is nice to share your excitement about an upcoming vacation but you wouldn't want to tell everyone on Facebook the days that your house will be empty while you are away.







# Activity Time - Exploring Safety While Being Awesome



*"To make the most of the Internet, kids need to be prepared to make smart decisions. **Be Internet Awesome** teaches kids the fundamentals of digital citizenship and safety so they can explore the online world with confidence."* - Google

Google's **Be Internet Awesome Initiative** helps students build the skills necessary to navigate their digital lives. Students of any age can explore the "**Interland**," where they are presented with problems such as identifying false information, appropriate sharing, information security, and kindness on the web. The site is free to use and there is no need for an account to visit.

<http://go.gstric.org/be-internet-awesome>

<http://go.gstric.org/go-to-interland>

Students can jump right in and start learning while they play the **Interland** worlds but the **Be Internet Awesome** site has lots of resources for teachers and parents to augment the game experiences.

Curriculum - <http://go.gstric.org/awesome-curricula>

Slides/Flashcards - <http://go.gstric.org/decks-slides>

If you and your students spend some time exploring Google's Interland, why don't you take a few minutes to write up your experiences and share them with us via email at [dc@gstbooces.org](mailto:dc@gstbooces.org).



## BE INTERNET SMART

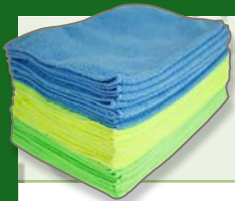
### Share with Care

Helping kids understand that what they post can be forwarded, copied, and found is crucial to staying safe online. Teach students how to recognize and steer clear of potentially embarrassing or even dangerous situations that could have lasting consequences.

#### Communicate Responsibly

- Be Internet Awesome: Share with Care, Activity 1
- Be Internet Awesome: Share with Care, Activity 2
- Be Internet Awesome: Share with Care, Activity 3

This screenshot shows part of the slides/flashcards page.



## In this time of COVID-19 - Keep Your Electronic Devices Clean and Disinfected



**Note:** It is important to keep clean and disinfected devices that are shared like phones, tablets, laptops, and desktop computers especially those with keypads, mouses, and other pointing devices that are touched often. Frequent hand washing is also recommended.

**One more note:** For devices that are used in in-person classroom settings, it is important that you use only the products that are approved for use and supplied by the district. Do not bring cleaning products from home! Ask your custodian instead for proper cleaning supplies and use them according to district guidelines.

### General cleaning tips

- Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.
- Avoid excessive wiping and submerging items to avoid damage.
- Unplug all external power sources and cables.
- Do not use aerosol sprays, bleach or abrasive cleaners.
- Ensure moisture does not get into any openings to avoid damage.
- Never spray cleaner directly on an item.

### Use only Approved COVID-19 disinfectants safe for computers, accessories and electronics

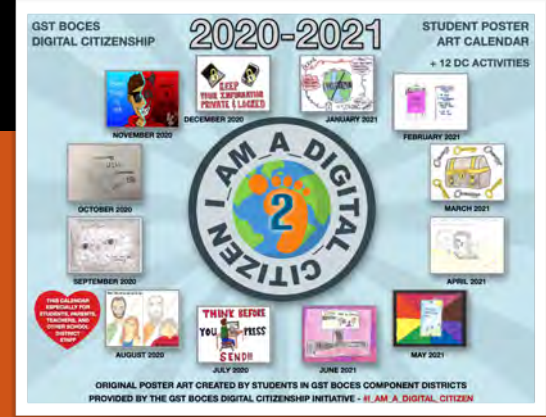
- When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.
- Do not use bleach to disinfect computers and electronics.

Source: <http://go.gstric.org/cleaning-tips>



# GST BOCES 3rd Annual Digital Citizenship Calendar Art Contest 2020-21

We have published 2 Calendars featuring original art from students in the GST BOCES Region. This year we again would like to invite all students in GST BOCES Component School Districts to participate in our contest for a chance to have their art work published in our annual Digital Citizenship Calendar. This Year's Entries should feature original artwork including a title, statement, or slogan about Distance Learning/Blended Learning.



Here is the cover of our most recent calendar. You can download it at <http://go.gstric.org/dc-cal>.

## Guidelines, Rules, and Requirements

- Since so many schools are functioning in a variety different settings this year, our theme for the contest is **Distance Learning/Blended (or Hybrid) Learning**. The subject of the art submitted should include some form of a title, statement, or slogan about Distance Learning/Blended Learning.

## Submission Requirements

- Only **original hand-drawn** or **electronically created** submissions will be accepted.
- Submissions may be in the format of either a full-page drawing or a 4-panel comic.
- The art should be created in a **landscape (horizontal) orientation** (and easily scalable to 11" x 8.5") as the calendars will be printed and distributed in an 11" x 8.5" landscape format. Entries received in Portrait (vertical) format cannot be accepted.
- Text should be **dark and large enough** to be read easily. Submissions done with pencil may not meet this requirement.
- The art may be wholly created in a software program or it may be created on paper and scanned to a digital file.
- All art files **must be submitted in an electronic format via email** and cannot be larger than 8MB. We will not accept art submitted on paper or other media.
- Artwork may not have identifying information (such as the student's name or age) on the front of the poster. If there is identifying information on the back of the art, it should not bleed through to the front of the poster.

## Additional Requirements

- Artwork may not contain trademarked images or brands such as Disney Characters, or company logos.
- Inappropriate or offensive language and/or images will cause a submission to be disqualified.
- Adults may offer minimum technical support but cannot aid in the creative process.
- **All entries must be received at GST BOCES by the end of the day on February 28th, 2021**

When you have completed the form on the next page, attach it and the electronic art file to an email message and send it to: [dc@gstboces.org](mailto:dc@gstboces.org) with **Calendar Art Contest Entry 20-21** in the subject line.

this contest is sponsored by the

## GST BOCES DIGITAL CITIZENSHIP INITIATIVE

You can visit our website at <http://www.gstric.org/digital-citizenship>

Contest information and entry form at <http://go.gstric.org/art-contest>







# GST BOCES 2020-2021 DIGITAL CITIZENSHIP INITIATIVE

**Note:** This form should be submitted by a Teacher or School Contact Person who verifies that this form is completely and accurately filled out, and that the art file that is submitted is in compliance with the contest guidelines. The entry form and electronic art file **MUST** be emailed to [dc@gstboces.org](mailto:dc@gstboces.org)

## GST BOCES 3rd Annual Calendar Art Contest Entry Form

**Student's FIRST Name:**  
(Please DO NOT include student's last name)

**Grade:**

**Title of Poster:**

**School Contact Name:**

**Email:**

**Phone Number:**

**School Name:**

**School Address:**

**School City:**

**State:**

**Zip:**

When the entry form is completed, the form and the electronic art file **must be attached to an email message** and sent to: [dc@gstboces.org](mailto:dc@gstboces.org) with **Calendar Art Contest Entry 20-21** in the subject line.

Entries must be received by BOCES by **the end of the day on Friday, February 28, 2021.**

**Important Notice:** All submitted art file entries become the property of GST BOCES and may be used in the calendar or in future publications. Entries will not be returned.



<http://dc.gstboces.org>