

Confirmation

Checklist for safe and secure use of accounts and computer terminals

In utilizing each person's tablet device, we assume the following usages #1 and #2 when using an account at home or taking the device home. Check the contents of each checkpoint with your child, and put a ✓ in □ (example:) , and submit it to your homeroom teacher by _____.

[How to use]

#1 In addition to using at school, you can use your account * on your home computer terminal or take your school tablet device home to study at home.

#2 As learning support, you can utilize video conferencing systems, and watch limited-delivery videos, etc.

* When logging in, the ID should be "10-digit number @ GIGA domain of Sapporo City" and each password should be entered. The 10-digit number does not include personal information.

* Data is managed by Google Drive (on the cloud), but only those who use the account can access it. The storage period on Google Drive is one year.

【Checkpoint】



- Use with compassion and carefully as to not hurt others' feelings or cause discomfort.
- When taking a picture or recording, gain the permission (portrait right, etc.) of the other.
- Respect the copyright of others' works and expressions.
- Immediately report any malfunction, damage, loss or theft to my parents or teachers.
- Manage my account information (ID, password, etc.) and figure out a way to remember them. If you forget it, tell the teacher.
- Do not browse or post inappropriate sites on the Internet.
- Pay attention to my health, do not use it for a long hours, and use it at a fixed time.
- Use the videos and images delivered by the school for just viewing.
- Do not leak personal information, such as the videos and images delivered from the school, on the Internet such as SNS and YouTube.

* In the above [How to use] #2, the image of your child may be in videos. If you need consideration, please indicate so below. Please understand that your child's own voice or others' voice to read your child's name aloud may be in the videos, even if there is no reflections of the image.



May _____ , 2021

Grade _____ Student number _____

Name _____

This confirmation will be kept at the school until the end of the fiscal year and then disposed appropriately.