

Confirmation document

Checklist for the safe and secure use of school account and device

When it comes to using individual tablet devices, whether your child is accessing their account at home or bringing the device itself home, the assumed purposes for use are as explained below in [Usages] #1 and #2. Please go through each safety checkpoint noted under [Checkpoints] with your child, put a ✓ in the accompanying □ (example: ☒) once checked, and then submit this document to your child's homeroom teacher by _____.

[Usages]

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

#2 With this learning support device, you can utilize video conferencing systems, and watch limited-access videos, etc.

* When logging in, your ID should be "10-digit number @ GIGA domain of Sapporo City" and your individual password should then 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 an account can access it. The storage period on Google Drive is one year.

【Checkpoints】



- ☐ Use the Internet carefully and show compassion to others. Be careful not to hurt others' feelings or cause discomfort.
- ☐ Before taking pictures, recording or videotaping, gain the permission (portrait rights, etc.) of the other person.
- ☐ Respect the copyright rules of others' works and expressions.
- ☐ Immediately report any malfunction, damage, loss or theft to your parent or teacher.
- ☐ Manage your account information (ID, password, etc.) and figure out a way to remember it. If you forget it, tell the teacher.
- ☐ Do not browse inappropriate sites or make inappropriate posts on the Internet.
- ☐ Pay attention to your health - do not use the device for long periods, and set time limits.
- ☐ Use the videos and images distributed by the school for watching purposes only.
- ☐ Do not leak personal information, including the videos and images distributed by the school, to sites on the Internet such as YouTube and other social media platforms.

* Your child may be captured in the videos mentioned in the above [Usages] #2. If special consideration is needed around this, please indicate so in the box below. Please understand that your child's voice or others' voices calling your child's name may be in the videos, even if the image of your child does not appear.



Date _____, 20____

Grade _____ Class _____ Student number _____

Name _____

This document will be kept at the school until the end of the fiscal year, after which it will be disposed of appropriately.