

BeSmart



Guide for using eduPLEX wisely

We want you to feel safe and have lots of fun and learning inside eduPLEX.

Feeling safe is EVERYONE'S responsibility! Your help in following the guidelines will be deeply appreciated

PERSONAL INFORMATION:

Under **NO CIRCUMSTANCE** should you put your e-mail address, your phone number, your home address, or any other personal details about yourself on-line.

PASSWORDS:

Your password is your own private password, and this is **not to be shared with ANYONE - under any circumstance.** Sometimes people like to get up to mischief - and what might seem like a joke to your friend or your brother or sister, by accessing your account - could result in you losing your account. Don't risk it - **ALWAYS** keep your password to yourself. It is **PRIVATE!**

YOUR USER NAME

Do not change this under any circumstance. You will automatically lose your account. Your profile informs the users of eduPLEX of who you are and the school you belong to. It is important to

be smart.

Do it the right way!

ALL USERS of eduPLEX to know that people are who they say they are.

THE 2 H RULE:

Any message or content you send or post should follow the simple 2H rule! Ask yourself is it "HAPPY or HELPFUL." If it is - HIT SEND or SAVE

MESSAGING—In GENERAL

Messaging allows you to be "connected" with fellow students and teachers inside your school. **ALL SENT Messages are permanently stored in the SENT box.** This allows your teacher to "prove" any inappropriate (cyber bullying) message you may have sent.

ON-LINE PESTS:

Some people like to send silly messages, or constantly message others - just to be annoying. This will not be tolerated. It is not funny: IT IS SILLY. **Please report (message) serial message pests to eduPLEX administrator**

PRACTICE CYBER SAFETY

I lost my account!
Will you?



Safety First!

KEEP eduPLEX SAFE for everyone!

If anything causes you concern when you are in eduPLEX, at anytime, let your teacher know. They will deal with it by contacting the eduPLEX Administrator

You can report objectionable content clicking on the object and following the Report Objectionable Content link.

YOUR PROFILE PAGE (WALL)

Your wall can only contain digital images of you that are from shoulders up-just like a passport photo, or a "mug" shot

- Your wall must not include digital images of your friends
 - Must not use any unacceptable language.
 - Inappropriate images are forbidden
- Be very aware that others can see your Profile, by clicking on your name.**

PHOTOS - IMAGES - GRAPHICS:

There is no requirement for you to add a **personal photo.** Any image of yourself on in eduPLEX, should only be one from shoulders up - that is, just a picture of your face-just like a passport photo. People can change images quite easily, and you do not want to give others the opportunity to manipulate and change a photo of you, it could cause you embarrassment. If you wish to include an image of a friend on your Profile (wall) area, use common courtesy. **You MUST ALWAYS** have your friends' approval to post their image. **Always respect COPY-RIGHT laws.**

ON-LINE FRIENDS MUST BE PEOPLE YOU KNOW!

Do not accept friend requests from people who do not know. This is a "golden rule" to remember whenever you use the Internet. Remember and think **"STRANGER DANGER".**



YOU CAN ONLY SEARCH FOR FRIENDS INSIDE YOUR OWN SCHOOL

Nobody is allowed to message people outside their school unless it a cross school collaborative project and has been approved by your teacher.

YOUR PORTFOLIO PAGES:

This area can be completely private, or you can share work you publish in this section with your teacher. Your teacher will be able to give you completely private feedback on the work you have produced. Although this area is private, you still need to follow the cyber safe guidelines you have agreed to.

NOTE: The eduPLEX administrator can "ghost in" to view all content anywhere in Your eduPLEX account.

GROUPS (Virtual classrooms):

ONLY teachers can make group for specific learning that applies to a group of students. Teachers should monitor the content of collaborative groups that they create.

Don't turn your life
upside down!
be smart.

eduPLEX STUDENT - ePortfolios
"Be Your Creative Best!" TEACHER - Virtual Classrooms

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