



Big Flats News

November 2020

*At Big Flats Elementary,
we will SOAR together
as we explore our "wonders"
in a fun and engaging
community, where we will
inspire each other to achieve
anything!*

Elementary Lunches (K-6)

School Food Services prices for the
2020-2021 school year will be:

Breakfast: \$1.25

Lunch: \$2.10

School Hours

Hours for the Elementary Schools are:

8:15 a.m. to 2:25 p.m.

Office Hours

Our school office hours during regular
school days are:

Monday through Friday

7:30 a.m. to 3:30 p.m.

Office Phone Numbers

(607) 739-6373

(607) 795-2550

Fax: (607) 795-2555

Student Materials/Packets

Pick-Ups & Drop-Offs

Thursday's and/or Friday's:

7:30 a.m. to 8:00 a.m.

9:30 a.m. to 1:30 p.m.

2:45 p.m. to 3:30 p.m.

Dear Parents and Guardians,

Happy November! Now that we have had a couple of weeks being back in hybrid session with our students, I do hope that things have started to settle down for you all at home. Please know that the teachers and I greatly appreciate your flexibility, patience, and understanding with the challenges and schedule changes that the switching of learning models creates for students, parents, and caregivers. I believe we all can agree that the switching between hybrid and remote learning is challenging to say the least! However, you all have done a wonderful job at doing your best to support your child(ren), and for that we are incredibly grateful. Thank you!

Speaking of changes, November is typically when our first marking period ends, and when we have parent/teacher conferences. This year, we are shifting the end of the first marking period to December 4th with report cards (grades 3 & 4 only) coming home December 11th. **The originally scheduled conference days of November 6th, 13th, and 20th are full days of school.**

We will now be offering virtual parent/teacher conference days on December 15th, 16th, and 18th. Each of these days will now be half days of school for our students, with parent/teacher conferences scheduled each afternoon. Your child's teacher will be in touch with you in early December with your scheduled parent/teacher conference time and how to access your conference virtually.

Lastly, just a reminder that our Fall picture dates are now scheduled for December 1st for our remote and Cohort A students and December 3rd for our remote and Cohort B students. Our make-up dates will be on January 12th for our remote and Cohort A students, and January 14th for our remote and Cohort B students. Please keep up-to-date with news and updates about our school by following our website, or on itsLearning, or Facebook and/or Twitter pages. Please contact me if you need anything!

Have a wonderful, safe, and healthy holiday season!

Elizabeth M. Scaptura

Elizabeth Scaptura

Big Flats Elementary Principal

Horseheads Central School District sets the standard of educational excellence by fostering innovative thinking, curiosity, and a passion for learning to maximize the potential of each individual. We engage with our local and global communities to provide a student-centered, nurturing environment.

Explore

Empower

Excel



THANK YOU VETERANS

Help Us Salute Our Heroes!

District- wide, a poster was sent home to place in your window to honor our Veterans.

Please be sure to also check out our Wednesday Falcon Connections—Veterans Day Tribute on itsLearning.

Parent/Teacher Conference Information

Parent/teacher conferences will be held on December 15th, 16th, and 18th. During this time, parents will have the opportunity to have a one-to-one discussion with their child's teacher. You should have received a conference notification from your child's teacher informing you of the date and time of your scheduled conference. Students will attend school for a morning half day December 15th and 18th and be dismissed at 11:00am for parent/teacher conferences in the afternoon. December 16th is a remote learning day (Wednesday), but conferences will take place in the afternoon that day as well. Please remember lunch will not be served on December 15th and 18th, nor will there be Kid's World available after school.



Winter Weather Ahead!

Just a friendly reminder to please make sure your children are coming to school dressed appropriately for the colder months. In an effort to save energy and to be fiscally responsible as a district, we set the temperature to 68 degrees in all of our buildings. Please make sure your children are dressed warm and have a sweater or sweatshirt available to them during the day should they need it. Students should also bring/wear to school coats, hats, mittens, and boots when warranted, as we do go outside for recess in the winter. ***If any clothing is borrowed from the Health Office, please wash those articles of clothing and return them to the nurse as soon as possible. Boots and shoes are not provided.**

Thank you.

We appreciate your cooperation and assistance!

FRIENDLY REMINDERS:

- **Changes in Going Home Routine/Bus Notes**

Please remember to write a 'blue note' with your child's change in dismissal plans if he/she will not be following their normal routine. Blue notes should also be written to explain your child's tardiness, absence, or plan to leave early. This is extremely important for the safety of our students.

- **Half Days for Elementary Schools**

There will be no lunch and no Kid's World provided on half days at elementary schools. Dismissal will be at 10:30am for Pre-K and 11:00am for K-4. Please send a blue note on these days with dismissal plans for your student if he/she usually attends Kid's World.

- **Please Always Park in the Parking Lot**

When visiting the school, either with a late student / early pick up, dropping something off, attending a meeting, etc., please always park in the parking lot and not the bus lane. All visitors must report to the office, and the office will further assist you.

- **Please Write Names on Lunch Boxes!**

Lunch boxes have been brought to the office with no name on them after being left on the bus or in the cafeteria. Please write your child's first and last name somewhere in or on the lunch box so we can get it back to them as soon as possible! Thank you.

School and Emergency Closings

School closings due to inclement weather will be announced via text, phone, and various media outlets such as WNKI, WPGI, Magic FM, and WELM radio stations, and WENY, WETM, and Time Warner Cable News on TV. In the event of an emergency during the school day, all students will be taken by bus to the address previously identified by parents on the "Emergency Go Home" form that was completed at the beginning of the school year. As a reminder, this location MUST be on one of the Big Flats Elementary bus routes.

Snow Days Impact our Schedule

When a snow day occurs and all schools in the District are closed, it changes our schedule. The next day that school is in session is the cycle 'Day' that the snow day would have been.

Parents' Bill of Rights Relating to Student Data

The Horseheads Central School District, in compliance with Education Law 2-d, hereby establishes the following Parents' Bill of Rights in regard to student data:

1. A student's personally identifiable information will not be sold or released for any commercial purpose;
2. Parents have the right to inspect and review the complete contents of their child's educational record. Procedures for reviewing student records can be found in the Board Policy entitled 'Student Records,' Policy 5500, Regulation 5500-R;
3. Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include but are not limited to: encryptions, firewalls, and password protection.
4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at www.nysed.gov, or by writing to: 89 Washington Avenue, Albany, NY 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools, One Raider Lane, Horseheads, NY 14845.

ATTENTION PARENTS AND GUARDIANS OF 3RD AND 4TH GRADERS

To provide schools and parents with an assessment of student achievement, New York State has developed the New York State Testing Program. These standardized tests challenge all students in grades 3 through 8 to demonstrate their knowledge and skills in English Language Arts, Mathematics, and Science. Please visit the site at <https://www.engageny.org/parent-and-family-resources>. If you are interested in viewing this site but do not have access to the Internet, please call the school office so that we can make arrangements for you to see this guide.

3rd and 4th grade ELA—April 20-21, 2021

3rd and 4th grade Math—May 4-5, 2021

4th grade Science Performance Test—May 25, 2021

4th grade Science Written Test—June 7, 2021

Nov 11
NO SCHOOL—Veterans Day

Nov 12
Thank-A-Veteran: Wear **Red**, White, & **Blue**

Nov 19
BOE Meeting; 6pm

Nov 25-27
Thanksgiving Recess

Dec 1
Picture Day (Cohort A & Remote)
PTO Meeting; 6pm

Dec 3
Picture Day (Cohort B & Remote)

Dec 11
Report Cards Go Home

Dec 15 & 16
HALF-DAYS—Parent/Teacher Conferences; 11am Dismissal

Dec 17
BOE Meeting; 6pm

Dec 18
HALF-DAY—Parent/Teacher Conferences; 11am Dismissal

Dec 23
Virtual Holiday Sing-A-Long

Dec 24-Jan 1
Winter Recess

Picture Day(s) 2020-2021



Picture Day will now be held on December 1st for our Cohort A students, and December 3rd for our Cohort B students. Please be on the lookout for more information to come.

Picture make up days will be on January 12th (A) and 14th (B).

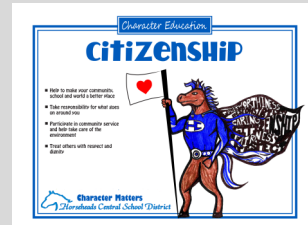
Certified Teacher Substitutes Needed Teaching Assistant Substitutes Needed

The District needs certified teachers for day-to-day substituting opportunities in all of our schools. Certified teacher substitutes receive a rate of \$95 per day. To apply, contact the Human Resources Office at (607)-739-5601 x 4211.

November—The month of:

Citizenship

- ◇ Do your share to make your community better
 - ◇ Cooperate
 - ◇ Be a good neighbor; follow laws and rules
- ◇ Get involved in community affairs
 - ◇ Stay informed: Vote
 - ◇ Protect the environment
 - ◇ Volunteer



Learn Up-To-Date Information About Our Schools and the District

Facebook: The district and each of our seven schools have pages. "Like" them to see your information in your news feed.

Twitter: Follow us on Twitter at @HhdsSchools to read our tweets. Follow Mrs. Scaptura on Twitter at @escaptura1

Instagram: The district's page—hhdsschools

Visit our district website at: www.horseheadsdistrict.com.
Questions about our website or social media?
E-mail

hcsdinfo@horseheadsdistrict.com



Dignity Act Coordinator

The Dignity Act Coordinator (DAC) for Big Flats Elementary is Elizabeth Scaptura. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Mrs. Scaptura at (607)-739-6373. The Dignity Act Coordinator (DAC) for the Horseheads Central School District is Caitlin DeFilippo, director of Human Resources. If there is a complaint regarding discrimination, harassment, or bullying of any student, the complaint should be filed with Caitlin DeFilippo at One Raider Lane, Horseheads, NY 14845; 607-739-5601 x4211, or cdefilippo@horseheadsdistrict.com.

Non-Discrimination Notification

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic, or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination.



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**.

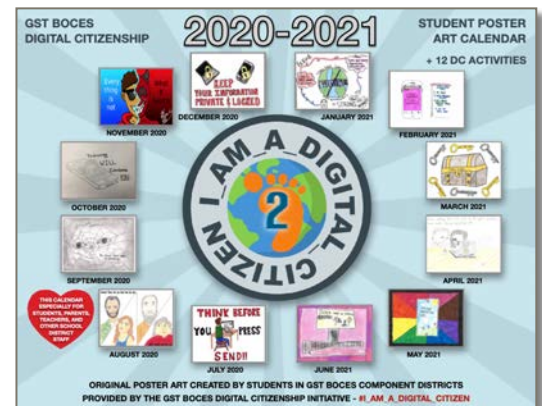
Click this link - <http://go.gstric.org/strong-passwords>



Sign Up to receive this newsletter automatically in your email inbox

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.

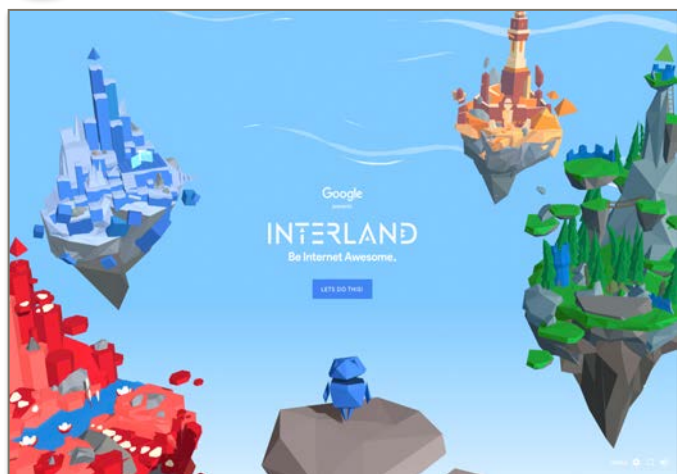
PII is **Personally Identifiable Information**, basically it is any information that can be used to distinguish or trace a person's identity such as full name, mother's maiden name, social security number, date and place of birth, driver's license number, taxpayer identification, medical information, 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@gstboces.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, mice, 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.

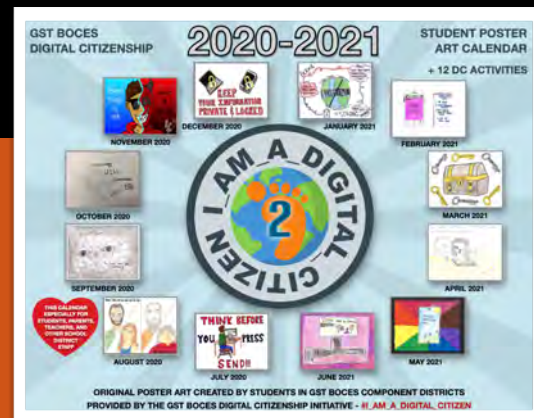
Use only Approved COVID-19 disinfectants safe for computers, accessories and electronics

- 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 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

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 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>



This month we focus on Digital Identity

Last month we focused on DIGITAL SAFETY and SECURITY. This month we will focus on DIGITAL IDENTITY which is related to safety, privacy, and security because part of controlling your online IDENTITY has to do with maintaining the privacy and security of personal information with regards to your digital life.



DEFINITION OF

DIGITAL FOOTPRINT

“the information about a particular person that exists on the internet as a result of their online activity”

In previous issues we have written about your DIGITAL FOOTPRINT, which is one of the main things that you need to be aware of as you visit web sites and use online services.

It is an identity that goes with you as you interact with search engines, vendors, social media, and informational sites. Many sites will customize the content that is presented to you as you land on their site.

Each link you click on and every item that you “like” gets added into the pool of data about you that sites can use take advantage of you as you are surfing.

Be aware of the types of data that sites are collecting by looking at their policies, and use any controls that your browser programs may allow like DNT (Do Not Track) settings.

Some sites allow you to view the data that have about you, and some may allow you to delete it.

MORE ON THE NEXT PAGE →



DO YOU IDENTIFY WITH EITHER OF THESE PARTIES?

Are you aware that there is an election this month? We see signs, and symbols representing politicians all around our neighborhoods, and we can't turn on the TV or go online without seeing video ads, or tweets about political candidates and topics.

DO YOU FEEL THAT THESE MESSAGES ARE BASED ON FACTS OR OPINIONS? DO THEY SEEM TO BE TARGETING YOU? DO YOU FEEL THAT THEY ARE TRYING TO SWAY YOU TO CHANGE YOUR MIND? OR TO CHANGE YOUR VOTE?

When you use social media or browse through web sites...

DO YOU NOTICE ADVERTISING NEAR THE TOPS OF PAGES? OR IN THE MARGINS? DO THE ADS SEEM RELATED TO THINGS THAT YOU HAVE POSTED ABOUT? OR ITEMS THAT YOU HAVE SEARCHED?

As a digital citizen it is important to be aware of your footprint as you use sites and services, it is equally as important to be aware of sites that are trying to influence you with false information and fake claims.

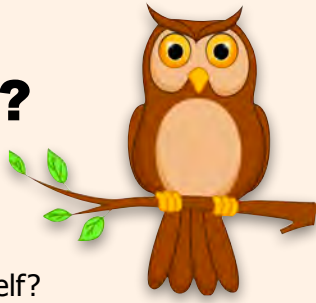
BE AWARE OF SITES THAT DISPLAY INFORMATION THAT IS CLEARLY BIASED, OR IS FAKE NEWS, OR THAT TRIES TO INFLUENCE YOU.

In this time where we have been bombarded by political news and information, have you noticed:

MEDIA THAT HAS BEEN SPECIFICALLY TARGETED AT YOU?
INAPPROPRIATE PRODUCTS OR SERVICES THAT HAVE BEEN
OFFERED TO YOU BASED ON SOMETHING YOU CLICKED?
MESSAGES THAT HAVE TRIED TO INFLUENCE OR PRESSURE YOU?

Whoo Are You Online?

Breaking down your Digital Identity



Have you ever Googled yourself?

If you answered NO, then I invite you to give it a try. Find anything you weren't expecting? Anyone who has a public presence online has something called a "digital footprint". Anything you post online (the good, the bad, and the ugly) says something about you as a person. It is up to you to decide what you want your digital identity to be.

If you use any social media (Facebook, Twitter, Instagram, TikTok, Snapchat, etc.) then you have already established a digital footprint. It is up to you to decide what you want your digital identity to look like when posting on your social media.

It's growing. Your footprint expands as your information is copied and passed on, making it more searchable and viewable to a large invisible audience.

It's not just up to you. When other people - like your friends, companies, or groups you belong to - track, post, or share information about you, it becomes part of your footprint.

It's permanent. Because it's archived in a variety of ways and passed on by others, it doesn't ever go away.

Don't share something about yourself or someone else that you might later regret - you cannot take it back. Remember, something you post now could affect your future so always THINK before you post!

LINKS TO DIGITAL FOOTPRINT LESSONS from CommonSense Education

Digital Trails (Grade 2)

What information is OK to have in your digital footprint? <http://go.gstric.org/403-trails>

The Power of Digital Footprints (Grade 7)

How might our digital footprints shape our future? <http://go.gstric.org/403-power>

Social Media and Digital Footprints (Grade 8)

How does using social media affect our digital footprints? <http://go.gstric.org/403-socialmedia>

Who's Looking at Your Digital Footprint? (Grade 11)

How can information you post online affect your future opportunities? <http://go.gstric.org/403-whos-looking>

John Hancock
What's in a Signature?
Have you ever gotten an email and wondered 'who is this person'?

Have you ever gotten an email and wondered 'who is this person'? Adding a signature to your emails helps people know who you are and your role in the school. When you send an email people may not have the information they need to adequately respond to you. For students, this means adding at least your first name and your school. For emails that go to people outside the school you would never want to include your last name or grade to stay safe. For staff that means adding your full name, title, work location, and a phone with extension. This makes it easy for people to contact you and better understand your role at your school.

The good news is that adding a signature is easy. Different programs like Office 365, Google and Outlook usually have a "Mail" tab under Options or File and then a "Signature" section where you can include a signature for both new and reply emails (these can be different). Remember - each separate device needs its own signature as these do not 'travel' across devices.

So go ahead and make your email signature as unique as you are - add a quote, your website, a fancy font - just remember to make it school-friendly. Stuck?!? It didn't work?!? You can always "Ask a Librarian" in your school for help.



ON IDENTITY THEFT

Dear Techie Tom,

I have heard so much about identity theft on the news lately and I am concerned about the safety of my information. What steps can I take to protect mine and my family's identity online?

-Billie B.

Dear Billie B.,

Identity theft is a real concern now-a-days and would be thieves are getting more creative in trying to get yours and your family's information. You can ensure that your identity stays safe by taking some of the following steps:

1. Use strong, secure passwords and try not to use the same password twice.
2. Be careful with your physical (on paper) information. Shred all documents with personal details that may arrive in the mail or through other means.
3. Never enter information like your social security number, credit card number, or any other identifiable information on sites that you do not trust.
4. Avoid opening emails, clicking on links, or attachments from people you don't know.
5. Check your credit report at no cost once a year at **AnnualCreditReport.com**, which is approved by the Federal Trade Commission, to make sure there is no suspicious activity.
6. If you suspect your identity has been stolen, you can contact the Identity Theft Resource center at 1-888-400-5530 or by visiting **www.idtheftcenter.org**

By staying vigilant, you can make sure that all your personal information stays secure!

You can view more tips using our short link <http://go.gstric.org/403-theft> (content from **ConnectSafely.org**).



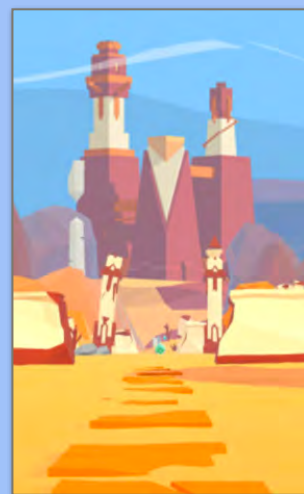
Activity Time - More Awesomeness

In the October 2020 issue of this newsletter, we introduced you to the wonderful world of **Interland**, which is a part of Google's **Be Internet Awesome** initiative.

Interland has a world called **Tower of Treasures**, where your task is to collect your personal information and save it in the tower of treasure before hackers get it!

You can play this game with no sign up at <http://go.gstric.org/403-tower>

Once you have dodged the hackers, head on over the **Be Internet Awesome Family Page** at <http://go.gstric.org/403-families> and check out some fantastic print resources and activities centering around all things digital citizenship!



GSTRIC Digital Citizenship Resources

The Digital Citizenship Committee has been providing newsletters going on four years now! Have you ever been to the Digital Citizenship website and checked out all the available resources?

The URL for the website is <http://dc.gstboces.org>

Browsing the website, you will find links to:

- Digital Citizenship Monthly Newsletters
- Digital Citizenship Blog
- The current 2021-2022 Calendar Contest information
- The 2020-2021 Digital Citizenship Calendar
- All student art submitted for the 2020-2021 Digital Citizenship Calendar contest
- Downloadable/Printable Resources
- GST Web Resources
- Copyright and Fair Use Resources
- Other Web Resources
- Resources from a past GST BOCES Workshop on Digital Citizenship

Currently not receiving our monthly newsletter electronically. Sign up here <http://go.gstric.org/dcnews-signup>

Follow us on Instagram - <https://www.instagram.com/dc.gstboces/>

Once you have checked out our webpage, and caught up on newsletters, send any comments, suggestions and questions to dc@gstboces.org. We would be glad to hear from you.





digital
detective

Exploring Your Own Digital Footprint

NOVEMBER 2020

Use this sheet to jot down sites and services that you use regularly and explore their privacy policies. What types of information are they collecting about you? Do you notice that the site customizes its content specifically for you? If your friends use the site, does it show them the same content it shows you?

websites that you use:

social media:

searches + commercial sites:

★★ After you have finished your investigations, share your information and what you have learned with your parents and your family, your teachers, and your classmates. And of course, you can always share it with us at dc@gstboces.org.

