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Dear OASD Families,

We are excited to inform you that as a part of our OASD Chromebook program for grades 5-12, you have access to GoGuardian Parent. GoGuardian Parent is a mobile app that will help keep you aware of your child's activity on school-issued devices and provide you with additional parental controls during **out-of-school hours**. GoGuardian Parent is a companion to the classroom management and internet filtering tools that OASD uses for devices issued to students. Through the use of this app, we hope to encourage more open and honest conversations between parents and children that will result in safer practices and responsible browsing habits. Go Guardian Parent is a service provided to district families. The use of it is completely optional.

What is GoGuardian Parent?

GoGuardian Parent was created to help provide additional educational support to administrators and teachers by allowing parents to see what sites and documents their children are browsing, and providing parents with additional internet controls at home. The app gives parents a bird's eye view of the apps and websites that their kids are on most often and control over school-issued devices during out-of-school hours. With this perspective, parents can be made aware of what types of browsing behavior schools are seeing from students so they can all work together to encourage more effective internet browsing habits at home and at school.

What's the intention of the app?

By providing insight and controls over student browsing activity, our goal is to empower parents to take a more active role in their children's online learning. We aim to create a greater sense of transparency with student browsing to help bring about a greater sense of accountability on both the parent's and the student's part. We also believe that transparency and insight will increase the likelihood of productive student browsing habits on a more consistent basis.

What is included in this app?

- Top 5 summary of student browsing (apps, extensions, documents, and websites visited)
- 30-day view of websites, videos, documents, apps, and extensions
- Ability to block websites on school-issued devices during out-of-school hours
- Ability to pause internet access on school-issued devices during out-of-school hours, either on-demand or at a scheduled time

Please see the attached guide for directions on how to use the features of Go Guardian Parent. Contact our Help Desk at 262-560-2126 or helpdesk@oasd.org if you have questions or need assistance.

Declaracion de Traduccion: Estamos trabajando diligentemente para traducir nuestros documentos al español. Por favor comuníquese con la escuela de su hijo para aclaración. Si todavía necesitas aclaración, por favor comuníquese con Translate@oasd.org.

Nondiscrimination: The Oconomowoc Area School District provides assurance that no student is discriminated against because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Getting Started Guide

1. Download the GoGuardian Parent available on the Apple App Store [HERE](#) or Google Play [HERE](#).

NOTE: GoGuardian Parent is currently compatible with iOS versions equal to or newer than iOS 8 and Android version equal to or newer than Android Jelly Bean, v16, 4.1.x.

Once the app has been installed, find the application and tap the icon to open it.

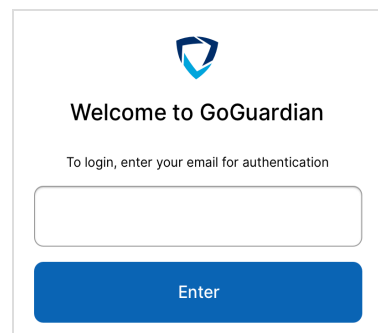


2. Enter email address for authentication

Once the application has loaded, follow the on-screen prompts to authenticate the application with your email address.

NOTE: If the message *"Sorry, the email you provided can't be verified. Please try again or contact your school's administrator"* appears, double-check the spelling of the full email address.

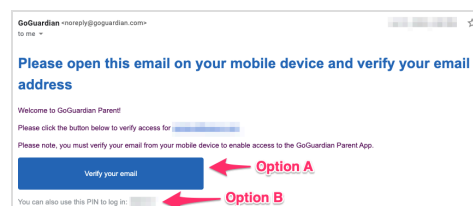
If it is correct, please contact the school or district's administration to verify the email is on file.



3. Email verification

After successfully entering the email address, a prompt will appear "Please check your email - Click the link in your email to log in."

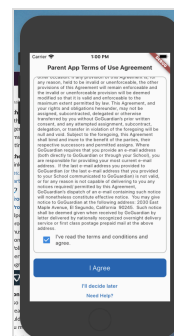
Proceed to check your email **on your mobile device** and press the link within the email to complete verification. If the link does not work, use the PIN provided within the email within GoGuardian Parent to complete verification.



4. Review terms and conditions

After reading the terms and conditions, press the checkbox to confirm review of the text and press the "I Agree" button.

NOTE: If the "I Agree" button is not present and shows as "Read to the bottom" be sure that the text has been reviewed by reading to the bottom of the text within the text box and press the checkbox to confirm the text has been reviewed.



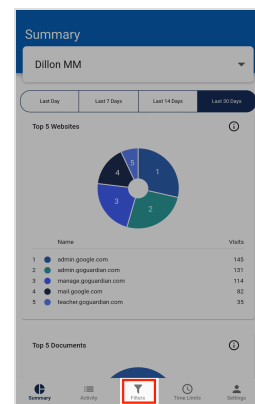
Explore GoGuardian Parent

After successfully signing in, choose a student account to review activity from the "Your Students" page. Depending on administrative configuration, you may have access to the following information depending on your school or district's configuration:

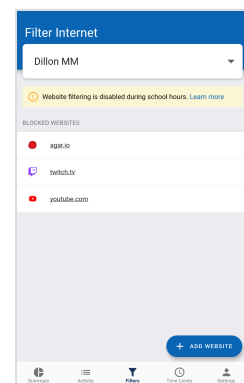
1. A list of the student's top 5 Top visited domains and GSuite files.
2. All browsing activity by domain logged within the Chrome browser for the student's managed Google account.

Configure Website Filtering Settings for your Children

1. From the homepage of the parent application displaying the summary of your child's browsing activity, press the middle icon at the bottom of the interface to open the Filters menu.

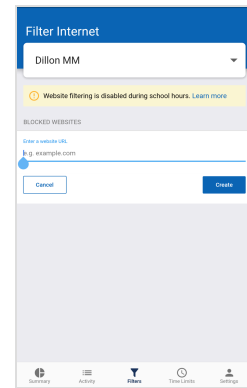


2. After pressing **Filters**, tap the blue button at the bottom right corner of the interface to add a website to block access on your child's managed device. You can add subdomains such as mail.google.com or entire domains such as youtube.com.

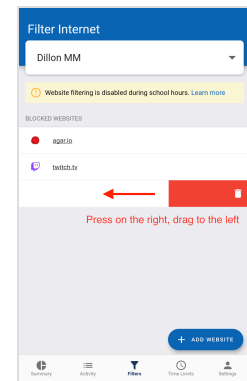


Wildcard expressions are currently NOT supported by GoGuardian Parent. After typing the domain or subdomain, press the blue button **Create** to save the filter. It may take around 2 minutes or so for the filtering to take effect on a child's managed browser.

Note: It may take up to 2 minutes for student browsing to be affected by GoGuardian Parent filtering once a change is made. Filtering may not appear to be effective if a child stays on a webpage for an extended period without navigating to a different page of the site. The site will be blocked upon subsequent navigation.



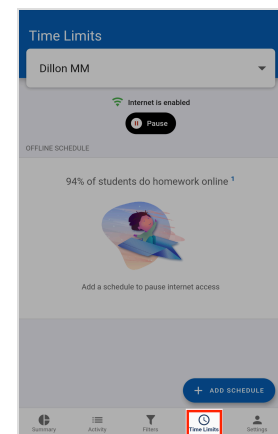
3. Delete a filter by pressing the area to the right of the site and dragging it to the left. The row will be highlighted in red and will be deleted after being flicked to the left.



Pause the internet for your child

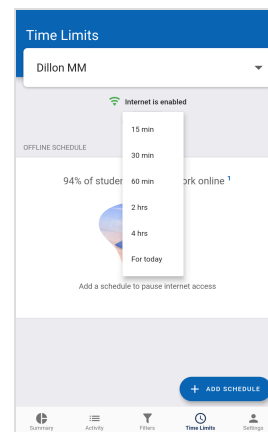
While your child is considered "out of school" (3:00pm-7:00am) you can pause the internet for a specified time frame manually, or pause internet access on a specified recurring schedule.

1. From the homepage of the parent application displaying a summary of your child's browsing activity, press the fourth icon at the bottom of the interface to open the time limits menu.

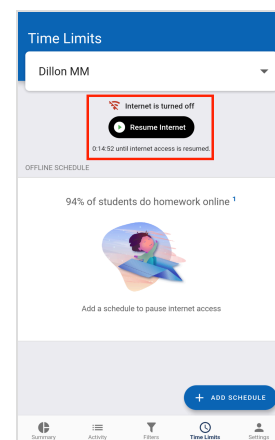


2. Press the pause internet button to view and select the desired timeframe from the preset increments to pause the internet for your child. It may take around 2 minutes or so for the filtering to take effect on a child's managed browser.

Note: filtering may not appear to be effective if a child stays on a webpage for an extended period without navigating to a different page of the site. Activity will be blocked upon subsequent navigation.



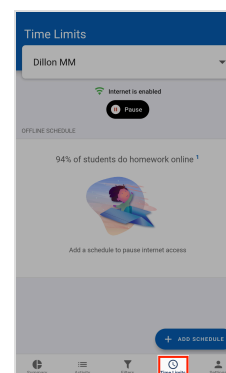
3. Once the internet has been disabled, the app will show a countdown to indicate when access will resume for your child along with an indication that the internet is turned off. Press the **Resume Internet** button to allow your child to continue using the internet as needed.



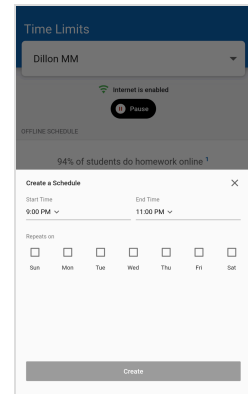
Scheduled Internet Usage

While your child is considered "out of school" (3:00pm-7:00am), you can pause internet access on a specified recurring schedule.

1. From the homepage of the parent application displaying a summary of your child's browsing activity, press the fourth icon at the bottom of the interface to open the time limits menu.



2. Press the blue **Add Schedule** button at the bottom right corner.
3. Create a recurring schedule by specifying start time and end time (3:00pm-7:00am) of when the internet is to be disabled as well as the day(s) of the week you'd like the start and end times to apply to. Then click **Create**



Pro Tip: For overnight scheduling to pause the internet during the late evening/early morning, create two schedules for each day - for example 8:30 PM to 12AM and 12AM to 7:00AM each day.

