



HOW DO I

1. How do I get started: create/upload/distribute an AUP document?

The first page an **AUP Cloud Services** POC and/or Main Administrator sees upon successful login is the AUP page. This page serves two very important purposes: 1) it is where AUP documents are uploaded to the Cloud for distribution, and 2) it is where all of the uploaded AUP documents are stored and made available for review after being uploaded. Each AUP can be activated (i.e., made viewable to students/parents) or de-activated (i.e., not viewable) by a simple toggle of an on/off switch.

To upload an AUP document to the Cloud, click the NEW AUP button at the right side of the screen. i-SAFE has provided best practices AUP documents for grades K-2, 3-5, 6-8, and 9-12. In addition, i-SAFE has provided an AUP document that specifically addresses issues associated with students who are allowed to bring their own digital devices (BYOD) to connect to the existing campus network, as well as an AUP best suited for these students' parents to read and acknowledge.

Choose from the list of i-SAFE best practices AUP documents provided in a document library – OR – click Get PDF (positioned in this window at the top of the list of documents) if your district/school has composed an AUP document that you prefer to upload and distribute.

Either way, the uploading procedure is similar:

To upload and publish a district/school-authored AUP:

Click on **ADD AUP** and Continue. Follow the on-screen prompts. In just 4-steps **AUP Cloud Services** is able to locate and upload the desired AUP document, provided that it has been saved as a PDF file on your local drive, then guide administrators to complete the uploading of the document to the Cloud for distribution. The completed AUP document is now stored and listed first in your library of AUP documents (this setting can be changed). Toggle the on/off switch to the on position before alerting parents/students the AUP document is available to read, sign and return.

NOTE: If you are a Main Administrator who opts to upload and distribute self-authored AUPs, ALWAYS BE AWARE that self-authored AUPs are limited in both the number of pages per AUP document and the number of new AUP documents that can be uploaded during each academic year:

- Number of text pages per document limit =15 (standard 8.5" x 11" page).
- Attaching videos to an AUP document will lengthen its contents, but is excluded from the page number count.
- Number of new AUP documents uploaded is limited to 15 per academic year.

In practical terms, these limits allow **AUP Cloud Services** subscribers enough space to create, for example, one AUP document specific to each grade level in grades K-12, separate AUP documents for BYOD conditions (i.e., one for students and one for parents), and one additional AUP document.

Another Option:

Click on one of the pre-authored best practices AUP documents (from the i-SAFE document library) and Continue. The document you selected is now listed in your library of AUP documents. If you wish to modify the document in any way – including adding videos to the AUP and re-naming it – click the Modify button at the right side of the screen. Remember to save your changes and toggle the on/off switch to the on position before alerting parents/students.

NOTE: There is NO limit to the number of pre-authored (by i-SAFE) AUP documents a district/school Main Administrator is allowed to upload and distribute via **AUP Cloud Services**. While the Main Administrator may upload as many as desired, they can be uploaded only one at a time.

Distribute. If you elected to upload your directory before uploading the AUP document, you are ready to distribute the document to students and their parents. If you have not yet uploaded your directory, [click here](#)

Alert your students' parents/guardians – using your normal contact method(s) such as e-mail, Web page, etc. – that an AUP document is available for review and signature in the Cloud. Direct parents to go to **ParentPermit** (www.parentpermit.com), where parents and their child(ren) access, read, sign and return the AUP document.

Sample alert letter to parents:

Dear [Parent],

It is my pleasure to inform you that [The District] is deploying a new, online system for parents and their children to read and sign and return AUP documents. It's streamlined – fast and efficient -- and it assures your child's privacy. In addition, this Cloud-based technology allows the presentation of brief videos to help you and your child further understand key e-Safety concepts.

Please navigate to www.ParentPermit.com and register. There's an AUP document awaiting NOW for your review, e-signature and return. Upon successful registration, you will be presented a unique and secure Parent Code. The Parent Code is a security measure necessary for your child to register and access the AUP materials and return a signed acknowledgement. There is a unique Parent Code for each of your children, which you must give them to use. Registering takes just a few moments. If you need assistance, please click on the links for a step-by-step video tutorial:

ParentPermit Parent registration: <http://vimeo.com/isafevideos/review/102884404/2236b67e43>

ParentPermit Child registration: <http://vimeo.com/isafevideos/review/102884515/2a532d907f>

After you and your child have read and agreed to the terms of the AUP, click Submit. That's all, you're done. No paper! A record of the "signed" AUP is displayed on your **ParentPermit** page. However, until the AUP document is submitted, your child will not be authorized to use [The District] information technologies on campus.

Thank you,

2. How do I add video/modify an AUP document?

Navigate to the AUP page. Identify the document you want to modify from your library of AUP documents – they are listed in descending order by date of creation. Click the Modify button and you are presented with three options:

- **Preview** – Your uploaded AUP document as it appears in the Cloud;
- **Edit** – Options to modify your uploaded AUP document;
- **Delete** – Removes the document. The document must be toggled to the off position to delete a document. **NOTE:** The delete function is removed upon receipt of the first parent or student signature.

Select Edit. A screen appears that displays the content and distribution elements of your AUP document that may be edited: Title, Target, Grades are on one side of the window and Videos are on the other side. Click the Edit button and follow the prompt. When all changes have been made, click Done. Click Preview to view the updated document.

NOTE: When adding a video to your AUP document, recognize the grade range for which it is intended. A video produced for older students (i.e., grades 7-12) or designated for parents WILL be added to an AUP document even if the AUP document has been targeted for a younger age group (i.e., grades 3-5). The reasoning behind this availability function is that you know best the aptitude and skill level of your students. However, a disclaimer message appears alerting Main Administrators the video may not be appropriate for students in the grade level for which the AUP has been designated.

BOTTOM LINE: **AUP Cloud Services** has been built with the agility to target each AUP document as district/schools deem appropriate. Main Administrators can target each AUP document to Students, Guardians or both (using the Edit feature detailed above). What’s more, the simplicity of the AUP creation/upload/distribution process enables Main Administrators to simply customize a document for their students and a different document for parents. In other words, add the age-appropriate videos for the grade K-4 students (e.g., Dot&i) to see and distribute the same document with the addition of parent-designated videos for Guardians.

IMPORTANT NOTE: A document uploaded to **AUP Cloud Services** can be modified at any time **PRIOR** to the first student/parent e-signature. Understand, the first returned parent or student signature locks the document. If you want to replace the document, you can no longer delete it. Instead, switch the toggle to the off position making it unavailable to other students or parents/guardians. This will take the document out of service, yet it will still show up in the **AUP Tracker Reports**.

3. How do I customize the date range setting?

AUP Cloud Services is programmed for you to view all AUP documents posted in the Cloud during the current school year – NOT the term of your district/school subscription. However, you can customize the date range setting to detail a time period from your current subscription term or previous subscription terms by adjusting the time period.

Changing a designated time period is a modification you can make from any **AUP Cloud Services** screen:

First, click the date range indicator at the top of the screen. The default date range is the current academic year (365 days beginning August 15). Let’s first discuss modifying the date range:

Reset Year: Upon clicking the date range indicator, a menu will slide onto the screen. The menu lists all school years dating back to the year covered by the district’s first **AUP Cloud Services** subscription. Select the desired year.

Customize Date Range: If you’d like to “zoom in” to monitor the status of AUP documents from a specific time period, select the Edit All button. Clicking the Edit All button launches a new action box. Select the Edit button and, using the interactive calendar, set a start and end date. When customizing a time period, remember that the calendar begins August 15 of the current school year and ends August 14 (NOT

TODAY’S DATE); that means, in the current example of zooming in on a specific time period, move the calendar forward for your start date and the calendar backward for the end date. Customize any time period, as long as the start date is a day/year before the end date.

Finally, click the Save button to save your change. The date range change takes effect immediately.

Because the data resets August 15th of each year, a new directory must be uploaded yearly as well. However, it’s always a good idea to keep the directory in the Cloud as a snapshot for future reference.

4. How do I upload to the directory?

Either before or after uploading an AUP document to **AUP Cloud Services**, it is necessary to populate a CSV file (**required file format**) with verified student, parent (guardian) and school directory information, which will then be uploaded to your **AUP Cloud Services** Directory. The easiest way to accomplish this is to export the data from the School Information System (SIS). The data fields to export from the SIS to populate the CSV file are:

Parent/Guardian Directory Information	Child/Student Directory Information	School/District Information
E-Mail Address	First Name	School Name
Mobile Phone Number (optional)	Last Name	School Level
Parent/Guardian Relationship (father, mother, etc.)	DOB (date of birth)	Phone
	Grade level	Street Address
	Student Identification Number (SID)	City
		State
		Zip
		Country
		County
		District

Save the CSV file on a local drive. The CSV file needs to be uploaded only one time. The data in the file will populate all three **AUP Cloud Services** screens: Students, Guardians and Schools.

Navigate to the Directory page by selecting the Directory navigation icon at the top of any **AUP Cloud Services** screen.

Click the Upload Directory button. Browse and select the CSV file to upload to **AUP Cloud Services** and click Import. Informational screens appear during the import processes that confirm the data has been successfully read, verified and uploaded. Upload times may vary based on several factors, including the size of the CSV file and broadband speed. It’s not uncommon for a large file (approaching 300MB) to take between 5 and 10 minutes to import successfully. In the event any of your directory information is imported BEFORE any error occurs, the imported data is stored in a temp folder that is expunged – DAILY. Data stored in the temp folder is expunged IMMEDIATELY upon successful import.

File size limit = 300MB. **AUP Cloud Services** will not import directory data in a CSV file larger than 300MB (approximately 1 million records). An attempt to upload a file that exceeds the limit will result in an unsuccessful upload and an error message.

Be sure to complete all required fields for Student, Guardian and School. There can be more than one guardian assigned to each student (displayed as Guardian 1, Guardian 2, Guardian 3). All data fields for each student, guardian, school/district MUST be completed. Missing information will cause an error and the data import WILL FAIL. Click the “Download Sample” button and refer to the spreadsheet as a guide for completing your data file. Or, save the sample spreadsheet as a template and transfer the SIS data to it, save the file, and import.

Import Failure. In the event an error occurs, double check the spreadsheet for empty cells/missing data. All fields must be completed. Also check e-mail syntax (ex: 123@xyz.com) and other formatting issues (i.e., data duplication, etc.). If you need assistance uploading your directory information, click the Assisted Uploads tab on the Directory page for secure options to transfer the CSV file containing directory information to i-SAFE for diagnostics and manual upload. To maintain the integrity of the data and for the protection of students’ and their guardians’ personal information, **DO NOT** attach the CSV file to an e-mail and send student information through an e-mail service and **DO NOT** print out the information on your spreadsheet and send it through the U.S. Mail.

IMPORTANT NOTE: In the Assisted Uploads procedure, customer service receives the native file containing your directory information and may alter records for the SOLE PURPOSE of formatting data to assure compatibility with the data entry process. The modified file is uploaded while the native file is stored in a temp folder for 30 days, then expunged.

5. How do I update and existing Directory?

Make any additions/deletions/corrections to your original CSV file. Then, upload the entire new CSV file – NOT just the additions/deletions/corrections. **AUP Cloud Services** will make the necessary modifications to your directory and display a summary screen indicating the changes made for your review and approval. Further informational screens appear during the file import processes that confirm the new data has been successfully read, verified and uploaded.

Remember: The search function looks up directory information only. That means search parameters are confined to the a student’s first name but only their last initial, the last 4 digits of their Student ID number, date of birth, etc.

6. How Do I monitor whether parents and/or students have signed/not signed the AUP?

At any moment, on demand, administrators can check the signing status of each AUP document made available in the Cloud to students and/or parents.

For an at-a-glance tally (number), navigate to the AUP page. Each AUP document listed displays an ongoing count. This thumbnail information is updated with every page visit and page refresh.

More details for Main Administrators about the status of their AUP documents are available by clicking the Reports icon at the top of the page. The AUP Tracker Report Selector window enables administrators to view and/or download a raw count of how many documents have been signed/not signed (summary report). And, click on one of the detailed reports to view and/or download reports identifying who has signed and the date signed; and, another report lists those who have not yet acknowledged the AUP document with an e-signature. This is information administrators can use to more effectively manage who has access to campus ICT, thereby limiting both risk and district/school liability.

Note: Don’t be alarmed if a detailed report indicates there are more students than the number enrolled. This is due to the fact that each parent (guardian) can sign each of the documents resulting in multiple entries shown in the report.

Filters: The filters appear in a popup window when accessing the detailed reports. The filters allow Main Administrators to choose among the user reports to pinpoint the current status of each document: Click on a filter to choose the desired document, to target a group (students or parents/guardians) or to check on the signing status at an individual school.

You may want to print out a copy of the detailed Tracker Report and save it each school year as a back-up record of the district/school's AUP document compliance.