# One-to-One
# User Handbook

Lake Forest Hills Elementary School
2020-2021

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# Section 1: Device Use and Care at School and Home

## 1.1: Device Care at School
Lockers
- Device should be stored on its side standing up.
- Never pile things on top of it.
- Never leave it on the bottom of the locker.
- Keep locker securely locked at all times.

Hallways
- Keep your device in the case at all times.
- Never leave the device unattended.

Classroom Habits
- Keep the device in the center of the desk, not on the edge.
- Secure the device before standing up.
- Follow all directions given by the teacher.

## 1.2: Traveling To and From School
- Do not leave the device in a vehicle.
- If ever in a situation when someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.

## 1.3: Home Use Guidelines
Questions often arise regarding the use of the devices at home. Families are encouraged to participate with their student in exploring and learning about the device.  THIS DEVICE IS FOR ACADEMIC USE ONLY.

- All school rules apply for home use of devices.
- Use ONLY a lint free, microfiber or soft cotton cloth to clean your computer screen. Bathroom tissues or paper towels may scratch your screen.
- NEVER spray any cleaning chemicals such as Windex or other glass cleaners directly on your screen as they may damage it.
- Keep all food and drinks away from your device at all times.

## 1.4: Storing at Home

- Keep device and charging cord away from pets, extreme heat or cold, food and drinks, and small children.
- Designate a safe location off the floor where your device can be stored and recharged each evening, such as a desk or table.
- Keep device in district-approved cases.
- Charge the device fully each night.
- Use the device in a common room of the home.

## 1.5: Keeping the Device Charged

All charging should take place at home. Device batteries must be fully charged before each school day.

## 1.6: Where to Save Files

RCSS teachers and students have access to Microsoft OneDrive for Business for accessing your digital schoolwork anywhere, anytime. If you follow the instructions for saving your files in this section, you will be able to access your saved files anywhere you can access the Internet.

When at school, students should always save everything to Microsoft OneDrive for Business or upload to user desktop. Items saved only to the user desktop will be lost if there is a hard drive error or other equipment problem.

If your home does not have internet access:
- Please save a copy of what you started at school to your Microsoft OneDrive for Business folder. You may also save to a USB Flash Drive.
- Be sure to work with your teacher to download offline versions of your online textbooks.

## 1.7: Lock Your Device

Device screen should always be "locked" when not in use.

## 1.8: Music/Movies

Listening to music or viewing movies on your device (from a streaming website) is allowed at home if it supports academic instruction provided by the instructor. However, media content should never be downloaded on to your district device without expressed permission from your teacher or authorized RCSS staff.

## 1.9: Prohibited Actions

Students are prohibited from:

- Putting stickers or additional markings on the devices, cases, batteries, or power cord/chargers.
- Defacing RCSS issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any stitching on the case.


# Section 2: Acceptable Use of Technology
## 2.1: Regulations

Your device is for schoolwork only.

- Use of the device must be consistent with the educational objectives of the district.
- Do not access social networking sites.
- Do not play games during instructional time.
- Use for individual profit or gain or other commercial activities is not acceptable. •
    Use for product advertisement or political action or political activities is prohibited.

Do not share your login information with others.

- Don't share your username and password with anyone except your parents/guardians. • You are responsible for all content found on your device.

Do not use your device to access inappropriate or potentially unsafe content.

- Access to, submittal, publication, display or retrieval of any material in violation of any United States or state regulation is prohibited, including, but not limited to copyrighted material; threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene material; or material protected by trade secret.
- Never download or install <u>anything</u> onto your device without appropriate authorization from your teacher. This includes (but is not limited to) music, games, video files, or any external/Internet installed applications. This includes CD/DVD games as well as Internet installed games.
- Your device is school property, and school personnel have the right to inspect it and all your files or electronic communications at any time.

Malicious activities are forbidden.

- Do not use another person's account.
- Never knowingly transmit computer viruses or perform actions that would intentionally waste or disrupt network resources.

- Do not hack your device or the network.
- Do not attempt to defeat or bypass the Internet filter.

Be respectful in all your electronic communications.
- Be polite. Never send or encourage others to send abusive messages. In other words, do not engage in cyberbullying.
- Do not photograph or record another person without that person's permission and permission from your teacher.

## 2.2: Consequences of Policy Violation
- Consequences for violations of these policies are listed in the RCSS Board of Education Administrative Regulation, Student Behavior Code DISCIPLINE CODE OF CONDUCT.

# Section 3: Damaged, Lost or Stolen Equipment

Liability and financial responsibilities are defined in the One-to-One Student/Guardian Contract that is signed when devices are distributed. Please note, if the property is not returned or is damaged, the guardian is responsible for the cost of, repair, or the current replacement value. Although district devices come equipped with an antitheft device, if stolen a police report must be filed and provided to the school, the Director of Information Technology. If the device is damaged because of negligence, the student/guardian may be responsible for the full replacement cost of the device. There will be a designated location within your school with designated times to report damaged equipment.

If a device is lost or stolen during school hours, you must report it to your teacher, administrator, or resource officer immediately. If a device is lost or stolen at any time outside of school, parents should take the following steps:

1. Contact the police right away to file a claim for lost/stolen property. Be sure to get a case number and/or incident number from the responding officer.

**Richmond County Sheriff's Office**
**PHONE: (706) 821-1000**

**Richmond County Schools Safety and Security Office**
**PHONE: (706) 826-1133**

2.    Contact an administrator at your child's school during classroom hours. Be ready to provide them with the case and/or incident report number which you obtained from the responding officer.

Theft Insurance
RCSS student's Guardian contact will be accessed a deductible cost in the event that issued Richmond County electronic device are damaged on or off campus. **A public safety or police report is required if an electronic device has been stolen or lost.**

- *1st Deductible event will be $25.00*
- *2nd Deductible event will be $50.00*
- *3rdDedctible event will result in loss of off-site technology use privileges.*
     *-Student will move to day student status.*

**\*\*\* Day user status – Technology will be assigned for use only during instruction hours \*\*\***
**(Timeframe will be determined by onsite leadership and district administration)**

# Section 4: Device Support/Help at Home and School

## 4.1: Internet Connection Issues
Please call your Internet Service Provider (ISP) for issues regarding connectivity. Richmond County School System is not able to diagnose, or repair issues related to ISP home wiring, wireless and equipment.

## 4.2: Technology Support at Home
There are several ways to receive assistance for technology issues.  Students have access to some simple troubleshooting steps located on the Richmond County School System website:
https://www.rcboe.org/Domain/83

## 4.3 Technology Support at School
- Each school has several staff members who can provide technical support. However, before you seek help, try some of the steps below:
- Computer frozen – hold the power key down for 10 seconds and restart
- Application Not Working – close app and restart the device

- Can't Connect to Internet – check wireless connection, rejoin network if needed, restart
- Broken or damaged devices must be reported to the school immediately.

## Section 5: Connecting your device to the Internet

### 5.1: Home Internet Service Provider (ISP)

There are many Internet service providers. Each one has their own equipment (modem, cables, Wireless routers etc.) For help with your wireless internet at home, please contact your provider for technical support.

If you do not have access to the Internet at your home, here are some resources that may be helpful in receiving internet access at a reduced price.

AT&T
www.att.com.com
866-642-0444

Internet Essentials www.internetessentials.com
855-846-8376

For more information on internet resources, visit www.cheapinternet.com/low-income-internet

### 5.2: Public Internet Access

Many public places provide free public wireless access. Most will display a sign advertising they offer this service. Many businesses do this to attract business.  If you are using free access it is considered good etiquette to either purchase something at the business or thank the business for the service.

Some Public locations require that you accept an acceptable use policy (AUP) which states you will not try to do anything illegal or harmful before they will allow you to access their network.

### 5.3.1: Protect your Device and Information

When connecting to a free wireless network, you want to make sure it is sponsored by someone you trust. Once you join a wireless network, it is possible for those with malicious intent to try to access your device with the intent of doing harm to your device or trying to access and steal your information. Most businesses who share internet are prepared and protect you by not allowing users to access each other on the network. Smaller providers may not be as prepared, and you might want to ask them before connecting.

### 5.3.2: Off-Campus Internet Use Filtering

RCSS does provide Internet filtering for the devices while connecting to the Internet away from the school networks. It is still the responsibility of the parent or guardian to monitor student device use, especially Internet access, in the home. No filter is as reliable as adult supervision!

RCSS does not recommend that students use devices in an unsupervised or isolated setting while off campus. RCPS recommends students use devices in plain view of parents, guardians, or other family members.

Please be reminded that RCSS reserves the right to inspect any device at any time.

### 5.4: Connecting a Windows 10 device to a Wireless Network

To join your Windows 10 device to a wireless network, follow the steps below.

- Start your device and sign in.
- From bottom right task bar, select the Wireless Network icon 
- From the list of available networks, select the wireless network you wish to join
- Enter your password or passphrase, if required.
- Select "Connect"

You can test your device by trying to access any website like with current content. For example, www.rcboe.org will show you the date and time letting you know your connection is live. If you receive outdated content, please use the refresh options to help determine if the connection is active.

## 5.5: Connecting an iPad to a Wireless Network

To join your iPad to a wireless network, follow the steps below.

- Start your iPad •      Touch the settings icon.
- Touch the Wi-Fi option.
- From the list of available networks, select the network you wish to join
- Enter your password or passphrase, if required.
- A check mark will appear by the name of the network if successful.

## 5.6: Internet Settings

RCSS devices are setup to access the internet before they are given to students. Making changes to the internet settings is discouraged as this can prevent your device from working while at school. No additional software should be added to the device. This includes networking software.

# Section 6: Internet Safety

## 6.1: Outside Resources

There are many websites available that have current information on Internet Safety such as: Netwide at http://www.getnetwise.org/ and PetSmart at http://www.netsmartz.org/.

## 6.2: Some Tips for Your Students and Family

- Have fun being a part of your child's online experience.
- Use device in a shared or common space in the home.
- Keep the device where everyone can see the screen.
- Do not post personal information and beware of requests for personal information online.
- Teach your child how to recognize and avoid online predators.
- Report strangers who solicit information or meetings with any child.
- Do not be a Cyberbully!
- Report cyberbullying and threats to teachers immediately.
- Honor the Richmond County Public School District security software and filters
- Do not give out personal information such as address, telephone number, parent's work address, telephone numbers, or the name and location of your school without the permission of your parents.
- Tell your parents right away if you come across any information on the Internet that makes you feel uncomfortable.
- Never agree to get together with someone you "meet" on the Internet.
- Do not respond to any messages that are mean, rude, or make you feel uncomfortable in any way. If you do get a message that worries you, frightens you, or makes you feel uncomfortable, tell your parents about it right away.
- Talk to your parents about the rules of your household concerning how you use the computer and the Internet. Decide on the time of day that you can go online, how long you can surf the 'Net, and what kinds of websites you can view.

6.3 Internet Safety Links


Connect Safely - www.connectsafely.org
The site has tips for teens and parents, as well as other resources for safe blogging and
social networking.

Internet Keep Safe Coalition - www.iKeepSafe.org
This is a broad partnership of public health and educational professionals, law enforcement,
and industry leaders working together for the health and safety of youth online.


OnGuard Online - www.onguardonline.gov
Practical tips from the federal government and the technology industry to help you be on
guard against Internet fraud, secure your computer, and protect your personal information.
Features NetCetera which includes tips to help parents talk to kids about being online.


Staysafe - http://www.staysafeonline.org/
An educational site intended to help consumers understand both the positive aspects of the
Internet as well as how to manage a variety of safety and security issues that exist online.


Wired Safety - www.wiredsafety.org
Provides help, information and education to Internet and mobile device users of all ages and
they also help parents with issues, such as Facebook and cyberbullying.


For questions or additional tips or resources, please check with your child's teachers or school
Media specialist.

I acknowledge I have read the Richmond County Student/Parent Handbook and agree to support
the school rules as stated therein.



**Parent/Guardian/Signature**_____          **Date**_____