POWER UP
RICHMOND COUNTY SCHOOLS

1 : 1 STUDENT H A N D B O O K 2025

Richmond County School System

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ABOUT YOUR DEVICE...

Dear Student,

The vision of the Richmond County School System is to prepare every student to thrive, adapt, and lead in an ever-changing world.

Computer literacy is an integral part of today's world - all students need to have the opportunity to learn to use programs that are commonly used in the workforce and colleges. The 1:1 initiative (1:1= providing one device for every student) can help assignments to be personalized and engaging, and can increase creativity. This initiative can also provide access to knowledge outside of the classroom.

This manual is designed to help you understand how to care for your device, use it properly, find help if needed, and to help you become a good digital citizen.

Please read through it with your parent/guardian to ensure you understand what is expected of you.

DEVICE CARE

General Care Tips for Your Device

- The device should be stored in its case or on its side, standing up.
- Never overpack or pile books or other objects on top of your device.
- Never leave your device unattended.
- Keep food and drinks away from your device.
- ONLY use 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 directly on your device as they may cause damage.
- Keep your device charged.
- Keep track of your charger and keep it in the case when not in use.
- Never travel with your laptop open when moving; keep your device in the case.
- Take extra precautions to protect your device when it rains by preventing your case from becoming wet.
- If someone threatens you for your device, give it to them and tell a staff member as soon as possible.
- Shut down your device when not in use.
- Plug and unplug the power adapter and cables from your device carefully; hold the connector and never pull or tug on the cord.
- Do not place stickers or graffiti anywhere on the device.
- Do not place your device on an uneven surface where it might fall.
- Do not remove the protective case.
- Do not hold your device by the screen.
- Before closing the laptop lid, ensure nothing is on the keyboard.
- Close the lid of your device gently to prevent damage to the screen and camera.

Care in the Classroom

- Always follow directions given by your teacher about using your device.
- Keep the device in the center of the desk, not on the edge.
- Secure the device before standing up.
- Never place your device on the floor.
- Ensure that your charging cable does not create a "tripping" hazard.

Care at Home

- All school rules apply to the home use of your device.
- Keep your device and charging cord away from pets, extreme heat or cold, food, drinks, and small children.
- Designate a safe location (off the floor) where your device can be stored and charged each evening.

USING YOUR DEVICE
RESPONSIBLY

Your Device Is Intended For Schoolwork ONLY

- Use of the device must be consistent with the educational objective of Richmond County School System.
- Only social networking sites assigned by your teacher should be accessed on the device.
- Only instructional games assigned by your teacher should be played on the device. All other games are restricted.

Login Information Should Be Protected

- Protect your username, password, and personal information.
- Only share your information with your parents/guardians.
- You are responsible for all content found on your device.

Use Your Device in a Responsible and Ethical Manner Avoiding Inappropriate or Potentially Unsafe Content

- Your device is school property and is being monitored. School personnel have the right to inspect your files or electronic communications at any time.
- You are prohibited from accessing and engaging in threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene material.
- You may only download files approved by your teacher.
- You should contact your teacher if you are having any problems with your device or if you notice inappropriate content that you did not add to your device.
- You should never damage your device in any way.
- You are expected to observe and respect copyright laws.
- You should never access anyone else's account.
- You are prohibited from manipulating the hardware, software, or data.
- You are prohibited from transmitting computer viruses or malware.
- You are prohibited from hacking your device or the network.
- Be respectful in all of your electronic communications. Be polite.
- Cyberbullying will not be tolerated.
- Always get permission from your teacher and/or peers before photographing or recording them.

CONNECTING
YOUR DEVICE TO THE
INTERNET
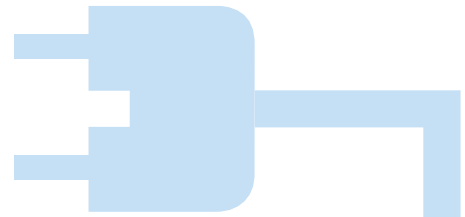
There are many Internet Service Providers (ISPs), and each uses unique equipment (modems, cables, routers, etc.) For help with your wireless Internet at home, please contact your provider for technical support.

If you do not have access to the Internet at home, many providers offer plans to help students. To view some of these, you can go to www.rcboe.org - click on Staff and Departments - click on Information Technology - click on the Affordable Internet at Home link.

Many public places provide free wireless access. Most display a sign advertising this service. Some make you accept an Acceptable Use Policy (AUP) stating that you will not do anything illegal or harmful to their network.

If you connect to a free wireless network, please protect your personal information.

The Richmond County School System provides Internet filtering for all devices. This is in place to protect you from inappropriate content, malicious websites, and online threats, helping to create a safer and more secure learning environment. It is the responsibility of the parent or guardian to monitor device use in the home.

Please remember that the Richmond County School System reserves the right to inspect any device at any time, so students should not expect privacy on the device.

RCSS devices are set up with access to the Internet before they are issued. Please do not make changes to the Internet settings.

DIGITAL CITIZENSHIP

Cyber Safety is the safe and responsible use of the internet and digital technologies. Students need to be aware of the issues surrounding the use of communication and information tools online. The Richmond County School System is committed to making sure students are safe online and have access to training on Digital Citizenship. With so many technologies available to students today, it is important for you to understand the responsibilities in the digital world. Digital Citizenship training enables you to learn what issues are related to the use of new and emerging technologies and ethical behavior online.

SAFETY TIPS FOR STUDENTS

- Use your device in a shared or common space in the home.

- Keep the device wherever anyone can see the screen.

- Talk to your parents about the rules of your household concerning how you use the device and the Internet. Decide on the time of day that you can go online, how long you can surf the internet, and what kinds of websites you can view.

- Do not be a cyberbully! Cyberbullying is the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

- Report cyberbullying and threats to teachers immediately. Click on the Contact Us button on www.rcboe.org to report cyberbullying anonymously.

- Honor the Richmond County Public School System's security software and filters. Please refer to the Internet Acceptable Use Policy for additional information.

- Do not give out or post personal or login information, and beware of requests for personal information online.

- 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 of that nature, please inform your teacher and parent(s) right away.

SAFETY TIPS FOR FAMILIES

- Ensure that students use the device in a shared or common space.
- Ensure that the device is positioned wherever anyone can see the screen.
- Teach your child to be aware of communicating with strangers online.
- Please be aware of your children's online activities.
- Have fun being a part of your child's online experience.
- Set household rules for the use of the device and the Internet. See the links and resources on the next page for additional guidance.
- Teach your child how to recognize and avoid online predators.
- Report strangers who solicit information or meetings with any child.
- Please refer to the Internet Acceptable Use Policy for additional information.

CYBER SAFETY RESOURCES

Common Sense Media
www.commonsensemedia.org/parent-concerns
Provides comprehensive resources for parents and students on all topics of Internet Safety.

Net Smartz Kids
www.netsmartzkids.org/
Provides resources to help teach children how to be safer on and offline.

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

OnGuard Online
tinyurl.com/llvkhlc
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
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.

NetSafe Utah
www.netsafeutah.org/
Provides online videos and resources for kids, teens, parents, and educators.

DEVICE OWNERSHIP

RECEIVING THE DEVICE

- At a time designated by the School Principal, the parent/guardian will sign a Technology Loan Agreement, indicating whether the student will use the device as a Day-User (on-campus only) or as a Take-Home user.
- Any student receiving a device must be enrolled in a Richmond County school or program.
- A take-home user will receive a device, one charger, and a case.
- If the parent/guardian determines a student is not to take home a device, a device will be assigned to the student for on-campus use only. At the parent's request, the student may take the device home once a signed Technology Loan Agreement is signed.
- All devices are inventoried with an asset tag. This is a unique identifier for each device and should not be removed.
- In the absence of a signed Technology loaner agreement, by accepting an RCSS device for on-campus or take-home usage, you are agreeing to the terms outlined in this document.

RETURNING THE DEVICE

- Before leaving your assigned school due to a transfer or withdrawal, you must return the device, charger, and case to a teacher, Media Specialist, or Administrator.
- The device will be inspected for damage upon return. Any damages may result in assessed fees.
- If a device is not returned, fees will be assessed for a replacement device.
- Devices may be taken up periodically for updates and maintenance. Students will be notified of the event.
- If a student misuses a device or violates the policy, the student may be asked to return the device.
- End of school year procedure may require the collection of the devices for inventory, repair, and maintenance.

LOSS OR THEFT

- A stolen device requires a police report regardless if the event occurred on school property or off the school property.
- A lost device requires a signed Technology Affidavit, signed by both the student and the parent
- In the event of loss or theft during the school day, report the incident to your teacher, Media Specialist, or Administrator right away. The school staff will file the necessary paperwork to report a device lost or stolen.
- In the event of loss or theft outside of school property, you must let your parent/guardian know right away. For a stolen device, the parent/guardian is to notify the authority and obtain a police report in the jurisdiction at the time of the theft, and then notify the Principal, teacher, Media Specialist, or Administrator as soon as possible. In the event of a loss, contact the school for a Technology Affidavit form.

DEVICE and OTHER FEES

- Optional insurance is ofered for purchase to all student
    - Optional insurance is $32 to insure a Windows laptop, Chrome laptop, or Chrome table
    - Optional Insurance covers accidental damage, cracked screen, liquid submersion, loss/theft, fire, flood, etc.
    - Optional Insurance covers two devices per academic school year.
    - Charging adapter, case, and other accessories are not covered by optional insurance
- Without Optional Insurance:
    - Damage = $40 for Chrome Laptop, Chrome Tablet, or Windows Laptop (cracked screen, jammed keys, etc.)
    - Stolen = replacement cost unless optional insurance is purchased
    - Loss = replacement cost unless optional insurance is purchased
- Other Fees not covered by Optional Insurance
    - Charging adapter replacement = $15
    - Laptop or Tablet carrying Bags or case = $20

FREQUENTLY ASKED QUESTIONS

How can I get support or help with my device when I am at school?

- You can tell your teacher that you are having trouble.
- Your school's Technology Specialist.
- Your school's Media Specialist.
- If your device is broken or damaged, please report it immediately to your teacher.

If my device is not performing properly, are there any steps that I can try before asking for help?

- Verify that the device has power
- If your device is frozen or running slowly, you may need to restart. If it does not restart, hold the power key down for 10 seconds.
- If an application is not working, close the app and then try it again. You may need to restart.
- If you cannot connect to the Internet, check your wireless connection and rejoin the network if needed. You may also need to restart.
- If none of these troubleshooting tips work, please report the problem to your teacher.

Can I listen to music or watch movies on my device?

- Listening to music or viewing movies from a streaming website on your device is allowed if it supports academic instruction. Media content should never be downloaded on your device without permission from your teacher.

Where do I save my schoolwork?

- You have access to Microsoft OneDrive to save your files. Remember, if you save files to your desktop, they may be lost so you want to save them in OneDrive.

If my Internet is out at home, where do I save my schoolwork?

- You should have a OneDrive folder on your device. You can save a copy of it.

- Ask your teacher about downloading offline versions of your online textbooks (if applicable).

Are there any resources to help me use my device?

- Yes, go to www.rcboe.org/PowerUp and you will find information and resources.

What is Optional Insurance?

- Optional insurance covers a student device in the event of accidental damage, cracked screen, liquid submersion, loss, theft, fire, flood, etc.
- Optional Insurance does not cover charging adapters, device bags, or cases.
- A student without optional insurance will be assessed a device fee based on the event.

What will cause a student to receive a fee assessment?

- A student without optional Insurance to cover a damaged, lost, or stolen device.
- Loss or replacement of a charging adapter, $15.
- Loss or replacement of a device bag or case, $25.

What do I do if my device is accidentally damaged?

- Report issues with your device to your teacher, Media Specialist, Principal, or any school administrator.

What do I do if my device is lost or stolen?

- A stolen device requires a police report regardless of whether the event occurred on school property or off school property.
- A loss device requires a signed Technology Affidavit, signed by both the student and the parent.
- In the event of loss or theft during the school day, report the incident to your teacher, Media Specialist, Principal, or any school administrator. The school staff will help you with the necessary paperwork to report a device loss or stolen.
- In the event of loss or theft outside of school property, you must let your parent/guardian know right away. For a stolen device, the parent/guardian is to notify the authority and obtain a police report in the jurisdiction at the time of the theft, and then notify the Principal, teacher, Media Specialist, or Administrator as soon as possible. In the event of a loss, contact the school for a Technology Affidavit form to be signed by both the student and the parent

I lost my charging adapter. How can I receive a new one?

- Do not purchase a charger from Amazon or another location as these may not fit or damage the device. See the school Media Specialist for help.

Will I be charged for losing my charging adapter?

- Yes, the cost to replace a device charging adapter is $15.

RCSS STUDENT TECHNOLOGY LOAN AGREEMENT

The Richmond County School System's (RCSS) vision is to prepare every student to thrive, adapt, and lead in an ever-changing world. Students are provided the opportunity to take home or use while in the classroom, a Windows or Chrome laptop or a Chrome tablet that is the property of RCSS for educational purposes.

All students and parents/guardians will be required to sign this form acknowledging that they have read and agree with the School System's device procedures.

Please read each statement below, and by signing, you are agreeing to the RCSS Expectations of Responsible Device Use:

- I understand that all use of the School System's laptops/tablets must be for educational purposes, and students are not to use the device for personal, commercial, or business use.
- I understand that I am accountable for and assume full responsibility for the care of the device on and off school premises.
- I understand that I assume full responsibility for the security of the device on and off school premises.
- I understand that I assume full responsibility for reporting to the teacher, media specialist, or school administrator if a device is lost, stolen, or damaged.
- I understand that students will be offered an optional insurance plan to cover accidental damage, loss, or stolen devices.
- I understand the optional insurance plan covers two devices per year, and if a third device is damaged, lost, or stolen, the student will become a "day-user" and will be provided a device at school, but will not be allowed to take the device off-campus.
- I understand that a Student without optional insurance will be assessed a fee to cover a damaged, lost, or stolen device.
- See RCSS Policy JS and Procedure JS-R (1) regarding Student Fees, Fines, and Charges

Please review the entirety of the One-to-One Handbook and sign below stating that you have read and support the expectations stated therein.

Check: if the student will be a Day-User _____   Check: if the student will be a Take-Home User _____

Note: While the School System will attempt to honor the preference selected for Day-User or Take-Home User, please note that there may be times when a Day-User's device may need to be sent home for at-home learning or other activities (e.g., inclement weather). The student is responsible for the care of the device at all times, whether on or off school premises.

Student's Name (print first and last name): _____

School: _____   Grade: _____ Homeroom Teacher: _____

_____   _____
Student Signature   Parent/Guardian Signature

Home Address: _____City/State/Zip: _____

Phone Number: _____

RCSS Use Only:

Date of Issue: _____Device Type: _____ Serial #: _____

Asset Tag #: _____   SID#_300: _____