



One-to-One Student Handbook

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Section 1: Device Use and Care at School

1.1: Device Care at School

- Device should be stored on its side standing up.
- Never pile things on top of it.
- Never travel with your laptop open.
- Keep all food and drinks away from devices.

Hallways

- Keep your device closed 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.
- Never pile things on top of it.
- Never leave on the floor.

1.2: Appropriate Use Guidelines

Questions often arise regarding the use of the devices. **THIS DEVICE IS FOR ACADEMIC USE ONLY.**

- All school rules apply for 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.

1.3: Keeping the Device Charged

All charging should take place over night. Devices left on will not charge in the mobile cart. Device batteries must be fully charged before each school day.

1.4: 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. 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.

1.4: Lock Your Device

Device screen should always be “locked” when not in use.

1.5: Music/Movies

Listening to music or viewing movies on your device (from a streaming website) is allowed in class only 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.

1.6: Prohibited Actions

Students are prohibited from:

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

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 that are not educational.
- 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 anything 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 lost 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.

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, teachers or administrators should take the following steps:

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

***** 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: 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.

Please reference the enclosed webpage for all related technology support.

<https://www.rcboe.org/Domain/9910>

Section 5: Connecting your device to the Internet

5.1: Home Internet Service Provider (ISP)

There are many Internet service providers. 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](http://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: 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.

5.4: Off-Campus Internet Use Filtering


RCSS does provide Internet filtering 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. RCSS 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.

5.5: 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 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.

5.6: 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.

5.7: 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](#):
The site has tips for teens and parents, as well as other resources for safe blogging and social networking.
- [Internet Keep Safe Coalition](#):
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](#):
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](#):
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](http://www.wiredsafety.org): - <http://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 Media Specialist, Instructional Technology Specialist, or Information Technology Specialist.

Section 7: RCSS Instructional Technology Resources for Students

7.1: Online Textbooks

All students have access to online textbooks for instruction.

Elementary School Textbooks:

- ELA: [Benchmark Universe](#)
 - Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862)
PW: @@@@
- MATH: [Envision](#)
 - Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862)
PW: first initial, last initial, last 6 of 3000#, @ (example: ms457862@)

Middle School Textbooks:

- MATH: [Go Math](#)
 - Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862)
PW: first initial, last initial, last 6 of 3000#, @ (example: ms457862@)
- ELA: [Houghton Mifflin Harcourt](#)
 - Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862)
PW: first initial, last initial, last 6 of 3000#, @ (example: ms457862@)
- SOCIAL STUDIES: (see teacher for username and password): World Studies for Georgia Students
 - [6th Grade](#)
 - [7th Grade](#)
 - [8th Grade](#)
- SCIENCE: (see teacher for username and password) [connectED](#)
- SPANISH: (see teacher for username and password) [Pearson Realize](#)

7.2: Class Link Password Saver

Class Link is a web-based tool that saves students' passwords to county-approved software programs.

- Open the Chrome browser and navigate to <https://my.classlink.com/rcboe>
 - Username: laptop username
 - Password: laptop password
- Click each of the apps and add the usernames and passwords for each for those programs. They will automatically be saved for future use.
- To add apps, click the + sign.
- Only apps that have been approved by RCSS may be added.

7.3: County Approved Software Programs

The following are county-approved software programs that have licenses purchased by RCSS. There may be other software programs that are school specific or even classroom specific. See your teacher for details.

Elementary School Programs:

- [FIRST IN MATH](#):
 - Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862) PW: first initial, last initial, last 6 of 3000#, @ (example: ms457862@)

Middle School Programs:

- [EDGENUITY](#):
 - Student- UN: ga721_first initial, last name, last 6 of 3000# (example: ga721msmith458762) PW: @@@@
- [REVISION ASSISTANT](#):
 - Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862) PW: first initial, last initial, last 6 of 3000#, @ (example: ms457862@)
- [USA TEST PREP](#):
 - Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862) PW: first initial, last initial, last 6 of 3000#, @ (example: ms457862@)

Both:

- [I-READY](#):
 - Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862) PW: first initial, last initial, last 6 of 3000#, @ (example: ms457862@)
- [MYON](#):
 - Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862) PW: first initial, last initial, last 6 of 3000#, @ (example: ms457862@)
- [PERFORMANCE MATTERS](#):/

- Student- UN: first initial, last name, last 6 of 3000# (example: msmith457862) PW: first initial, last initial, last 6 of 3000#, @ (example: ms457862@)

Please review the entirety of the One-to-One Handbook, which can be found on the school's website under the "students" tab. Sign the form below. This form will be kept in student records.

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

School: _____

Student's Name: _____

Student's Grade: _____

Student's Homeroom Teacher: _____

Parent/Guardian's Printed Name: _____

Parent/Guardian's Signature _____

Date _____