



**WHEELLESS ROAD ELEMENTARY SCHOOL**  
**1:1 COMPUTER DEVICE PARENT ORIENTATION**  
**SCHOOL YEAR 2021-2022**

# HOW DOES MY CHILD RECEIVE THEIR DEVICE?

**The following items must be completed prior to a student checking out their device:**

- Student should complete their digital citizenship course modules within Canvas.
- Each child's parent/guardian should complete the parent orientation by viewing the presentation under the parent tab of the Belair Website.
- Each child's parent/guardian should complete the parent orientation quiz which will accompany the orientation presentation.
- Each student should return a signed copy of their personalized loan agreement form to their HR teacher.

# GENERAL CARE TIPS FOR YOUR CHILD'S DEVICE

- THE DEVICE SHOULD BE STORED IN ITS CASE OR ON ITS SIDE STANDING UP. • NEVER PILE THINGS ON TOP BECAUSE DAMAGE MAY OCCUR.
- 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 SOAKED.
- IF SOMEONE EVER 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.

# CARE AT HOME

- ALL SCHOOL RULES APPLY FOR 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 OF THE FLOOR) WHERE YOUR DEVICE CAN BE STORED AND CHARGED EACH EVENING.

# USING YOUR DEVICE RESPONSIBLY

## A STUDENT'S DEVICE IS INTENDED FOR SCHOOLWORK ONLY

- USE OF THE DEVICE MUST BE CONSISTENT WITH THE EDUCATIONAL OBJECTIVE OF THE 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/GUARDIAN.
- YOU ARE RESPONSIBLE FOR ALL CONTENT FOUND ON YOUR DEVICE

# USING YOUR DEVICE RESPONSIBLY

## 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 it and 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 (ISP) and each one has its own equipment (modem, 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](http://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 devices. This is in place to protect you. 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 setup with access to the Internet before they are issued. Please do not make changes to the Internet settings.

# CYBER SAFETY

Cyber Safety is 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 cyber citizenship. With so many technologies available to students today, it is important for you to understand the responsibilities in the digital world. Cyber Safety training enables you to learn what issues are related to the use of new and emerging technologies and ethical behavior online.



# SAFETY TIPS FOR FAMILIES

- Ensure that students use the device in a shared or common space. •
- Ensure that the device is positioned where everyone 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 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

# DEVICE OWNERSHIP

- RECEIVING DEVICE
- RETURNING THE DEVICE
- LOSS OR THEFT
- DEVICE FEES
  - Damage = \$25 for Laptop; \$50 for iPad (cracked screen, jammed keys, etc.) •
  - Lost or Stolen = replacement cost unless optional insurance was purchased. •
  - Charging Cable replacement = \$49 •
  - Optional Insurance: Available annually
    - Cost for laptop insurance = \$15.99
    - Cost for iPad insurance = \$8.64
    - Insurance covers theft/burglary/robbery, fire, power surge, vandalism, and natural disasters, but does not cover damage (see device fees for damage costs).
- If a second device is damaged, lost, or stolen, the student will become a day-user.
- LOAN AGREEMENT

# 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. Also, your school's Technology Specialist or Media Specialist can help. •
- 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?

- If your device is frozen or running slowly, you may need to restart. If it will 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.

# FREQUENTLY ASKED QUESTIONS

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 One Drive folder on your device. You can save a copy in it. You may also want to save to a USB Flash Drive.
- Ask your teacher about downloading offline versions of your online textbooks (if applicable).

Are there any resources to help me with using my device?

- Yes, go to [www.rcboe.org](http://www.rcboe.org) - click on Students - 1:1 and you will find information and resources.

# NEXT STEPS

- Student should complete their digital citizenship course modules within Canvas.
- Each child's parent/guardian should complete the parent orientation by viewing the presentation under the parent tab of the Wheelless Road Website.
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