Richmond County Schools PowerUP 1:1 Planning Process -2025-2026

1. Getting Ready for Device Distribution Day

School Administration	Teachers
- Determine the members of your school's Distribution Team - Plan your school distribution process (1) Devices in classroom Carts for Elementary & Middle (2) Plan device distribution for High School new & transfer students - Plan for Parent orientation training - Review topics and documents with staff (1) Distribution plan (2) PowerUp Handbook (3) Digital Citizenship lessons (Parents and Students) (4) Technology Loan Agreement Form (5) Device Fees and Insurance: * Review the insurance flyer * The Principal, or appointed designee, may impose Or waive student device fine(s) * Device fines are entered in My School Bucks by the school *Device fines are entered in IQ by the Technology Team - Plan for collection of Loan Agreement Forms – where to store? - Review below Classroom device usage guidelines - Link to access PowerUp Documentation PowerUp Process Resources	- BEFORE devices are distributed, the Device Loan Agreement must be signed by the Parent/Guardian - BEFORE devices are distributed, use Canvas Commons to teach Digital Citizenship lessons - BEFORE devices are distributed, Share Device care information with students - Elementary teachers distribute devices from the classroom cart by recording each student's name next to the laptop serial number on the IQ Device Check-In Form. The School Technician will assist, collect the forms, and update the IQ inventory system - High School Teachers coordinate with your School technician to assist with the distribution of New incoming students - If a student does not have a device or the device is not working, please let the Media Specialist or School Technician know - Review Tutorial to create and use ClassLink Quick Card QR Password code for student login Quickcard Tutorial .mp4 - Review below Classroom device usage guidelines - If device service or student help is needed, Submit an Incident IQ support request via Click here to open an Incident IQ ticket

2. Classroom Device Usage Guidelines

- **Day User Guidelines**
  - (1) cannot take a device home due to one of the following reasons:
    - a) The parent submitted a signed Technology loaner agreement indicating the student is a Day User
    - b) The student has not returned a signed Technology loan agreement
    - c) The student violated the RCBOE Technology Loan Agreement or the RCSS's Acceptable Use Policy
  - (2) Elementary and Middle school Day Users should have a device checked out to them in Incident IQ from their homeroom. Devices must be returned to the homeroom cart at the end of each school day
  - (3) High school Day Users should have a device checked out to them in Incident IQ from the Media Center. Devices must be returned to the Media Center at the end of each school day

  Note: Student devices stored in carts for testing or loaners are marked with a yellow Richmond County label

- **Devices in Carts**
  - (1) After distribution, devices remaining in the classroom cart are used by students designated as Day Users
  - (2) At the end of the day, verify that Day Users' devices are returned to the cart
  - (3) To avoid damage to the cart's adapter cables, teachers should assist students with plugging in and unplugging devices

- **Testing days**
  - (1) Students must use RCSS devices for testing
  - (2) Students may not use personal phones or mobile devices for testing
  - (3) Students' RCSS devices must connect to RCSSAir or RCSS121 Wi-Fi during class time and testing, not the BYOTrcss Wi-Fi