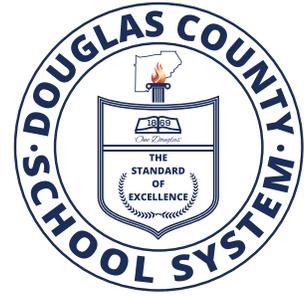


Douglas County School System

One-to-One Learning Device

Resource Guide



AUGUST, 2020

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Section 1 - Device Use and Care at School and Home

Device Care at School

Lockers

- A device should be stored on its side standing up.
- Never pile things on top of a device.
- Never leave a device on the bottom of a locker.
- Devices must never be left in an unlocked locker or any unsupervised area.

Hallways

- Be sure to protect the device when carrying from class to class by using your bookbag or a protective case.
- Never leave a device unattended.

Classroom Habits

- Keep the device in the center of the desk, not on the edge.
- Never move, lift or carry the device by holding only the screen.
- Close and secure the device before standing up.
- Follow all directions given by the teacher.

Traveling to and from School

- Always transport your device secured properly in your bookbag or a protective case.
- Do not leave the device in a vehicle.

Home Use Guidelines

Questions often arise regarding the use of the devices at home. Families are encouraged to participate with their students in exploring and learning about the device.

The Google Suite for Education is the DCSS approved learning platform and can be accessed by logging into Classlink. Once a student is logged in to Classlink, s/he will be able to access all available Google Products which include:

Classroom - Access, complete, and turn in assignments; access feedback provided by your teachers; access course materials posted by your teachers

Drive - Store and organize assignments, documents, or other resources securely and access them from any device.

Docs, Sheets and Slides - Create and revise documents, spreadsheets, and presentations

Forms - Create Forms and surveys to collect and analyze responses; teachers may use this to create quizzes

Sites - An easy-to-use web builder to create sites for sharing or collecting content and schoolwork

Google Meet - Teachers will use this to connect with students virtually through secure video calls and messaging to keep learning going outside of school.

REMEMBER: 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 food and beverages away from your device and accessories.

Storing at Home

- Keep the device in a well-protected, temperature-controlled environment when not in use.
- Avoid leaving your device in a vehicle where it can be seen and stolen and/or damaged by extreme temperatures.
- Keep the device and accessories 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.
- Charge the device fully each night.
- Use the device in a common room of the home.

Keeping the Device Charged

- Cords and cables must be inserted carefully into the device to prevent damage.
- All charging should take place at home unless your parent signed an opt-out waiver.
- Device batteries must be fully charged before each school day.

Where to Save Files

DCSS teachers and students have access to Google Drive and Google Classroom. Students can access 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 their DCSS provided Google Drive, NOT the 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, save a copy of what you started at school to a USB Flash Drive.

Lock Your Device

- Device screen should always be “locked” when not in use, or you should log out of the device.
- When you are ready to unlock your device, you will need to login again.

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 DCSS staff.

Prohibited Actions

Students are prohibited from:

- Placing decorations such as stickers and marker drawings on the district-issued device.
- Defacing the serial number sticker on any district-issued device.
- Defacing DCSS issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of any device.

Section 2 - Acceptable Use of Technology

[Regulation IFBG-R\(1\)](#) establishes acceptable use and may be read in its entirety in the DCSS Board Policy Manual on the district website dcsga.org.

This section outlines the responsibilities students accept when they use a DCSS learning device and associated digital resources/tools.

All technology use must:

- Support learning and teaching
- Exemplify digital citizenship
- Adhere to the DCSS Terms and Conditions for Use of Learning Devices
- Prepare students for post secondary options and the workplace
- Follow DCSS Student Code of Conduct and all local, state, and federal laws

All students are responsible for keeping the devices in good condition or repairing/replacing the devices.

Your device is for schoolwork only.

- Use your district-issued device ONLY in ways that are appropriate and meet the school's expectations—whether at school, at home, or elsewhere.
- Do not access social networking sites.
- Do not play non-academic games or watch non-academic videos.
- 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.
- Use of the device in a way that is inappropriate, may result in disciplinary action at school.

Never allow others to use or borrow your device.

- Do not share your password(s) and/or login information with others.
- 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.
- District-issued devices are subject to inspection at any time without notice and remain the property of the Douglas County School District. Nothing done with the device is private; nothing on the device is private.
- 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 disassemble, jailbreak, or hack into any part of or any district-issued device or attempt any repairs.
- Do not attempt to defeat or bypass the Internet filter.
- Be respectful in all your electronic communications.
- Do not engage in cyberbullying. Be polite. Never send or encourage others to send abusive messages.
- Do not photograph or record another person without permission from that person and your teacher.

Any violation of these guidelines is subject to consequences as set forth by DCSS Board Policy.

Section 3 - Damaged, Lost or Stolen Equipment

Liability and financial responsibilities are defined in the One-to-One Initiative Guidance and Terms and Conditions. Parents agree to these when they sign the **Learning Device User Agreement**. If the property is not returned or is damaged, the guardian is responsible for up to \$250.00 of repair, or replacement costs. If a device is stolen, a police report must be filed and provided to the school administrator. 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, the student must report it to their teacher, administrator, or school 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.

City of Douglasville Police Department - (770) 920-3010

Douglas County Sheriff's Office - (770) 920-2121

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

Technology Fee

This school year, each student will be assessed a Technology Fee of \$25.00. The fee will cover minor repairs, replacement of batteries, and other costs associated with electronic devices.

Some insurance companies offer policies at nominal rates that cover replacement costs. Parents/guardians may choose to purchase one of these optional policies.

Section 4 - Device Support Help at Home and School

Internet Connection Issues

Please call your Internet Service Provider (ISP) for issues regarding connectivity in your home. Douglas County School System is not able to diagnose or repair issues related to ISP home wiring, wireless and equipment.

Technology Support at Home

Families have access to some simple troubleshooting steps located on the [DCSS Parent Support Portal](#).

Technology Support at School

Each school has several staff members who 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

Report any software/hardware issues to your teacher as soon as possible. Broken or damaged devices must be reported to the school immediately.

Section 5 - Connecting Your Device to the Internet

Home Internet Service Provider (ISP)

There are many Internet service providers. Each one has its 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, the following resources that may be helpful in receiving internet service at a reduced price.

- everyoneon <https://www.everyoneon.org/>
- Internet Essentials www.internetessentials.com or call 855-846-8376

Public Internet Access

Many public places provide free wireless access. Most will display a sign advertising the service. Many businesses do this as a way to attract customers. If you are using free access, it is considered good etiquette to purchase something at the business and/or thank the business for the service. Free wireless networks are often found in restaurants, churches, schools, hotels, libraries, and some communities.

Some Public locations require that you agree to 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.

Protect your Device and Information

When connecting to a free wireless network, 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 to do harm to your device or to steal your information. Most businesses that share their internet connections are prepared and protect users by not allowing them to access each other on the network. Smaller providers may not be as prepared, so consider asking about protections before connecting.

Off-Campus Internet Use Filtering

DCSS does not provide Internet filtering for the devices while connecting to the Internet away from the school network. It is 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!

DCSS does not recommend that students use devices in an unsupervised or isolated setting while off campus. DCSS recommends students use devices in plain view of parents, guardians, or other family members. Please be reminded that DCSS reserves the right to inspect any device at any time.

Connecting a District-Issued Device to a Wireless Network

To join your Chromebook to a wireless network, follow these steps:

- Start your device.
- 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 the current content on any website. For example www.weather.com 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.

Internet Settings

DCSS devices are set up 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

Tips for Students and their Families

- Have fun being a part of your child’s online experience.
- Use the device in a shared or common space in the home 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.
- Do not be a Cyberbully! Treat others with respect in person and online.
- Report cyberbullying and threats to teachers immediately.
- Honor the Douglas County School System security software and filters
- Do not give out personal information such as address, telephone number, parent’s work address, phone numbers, or the name and location of your school without the permission of your parents.
- Tell your parents right away if you see anything 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 message that is mean, rude, or make you feel uncomfortable in any way. If you get a message that worries you, frightens you, or makes you feel uncomfortable, tell your parents right away.
- Have a family talk about the rules of your household concerning how to use the computer and the Internet. Decide on the time of day you can go online, how long you can surf the ‘Net, and what kinds of websites you can view.

Internet Safety Help for Parents

- Common Sense Education - <https://www.common sense media.org/> The site has curriculum and information for parents about being safe online and managing a digital reputation.
- ConnectSafely - 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 Offers 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 - <https://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.
- NetSmartz - <https://www.missingkids.org/NetSmartz> provides Internet safety information for all ages and awesome activities to do with your child!

For questions or additional tips or resources, please check with your child’s teachers or media specialist.