ROCK HILL Schools

Mobile Computing Guide

for 2022 - 2023 Students and Families

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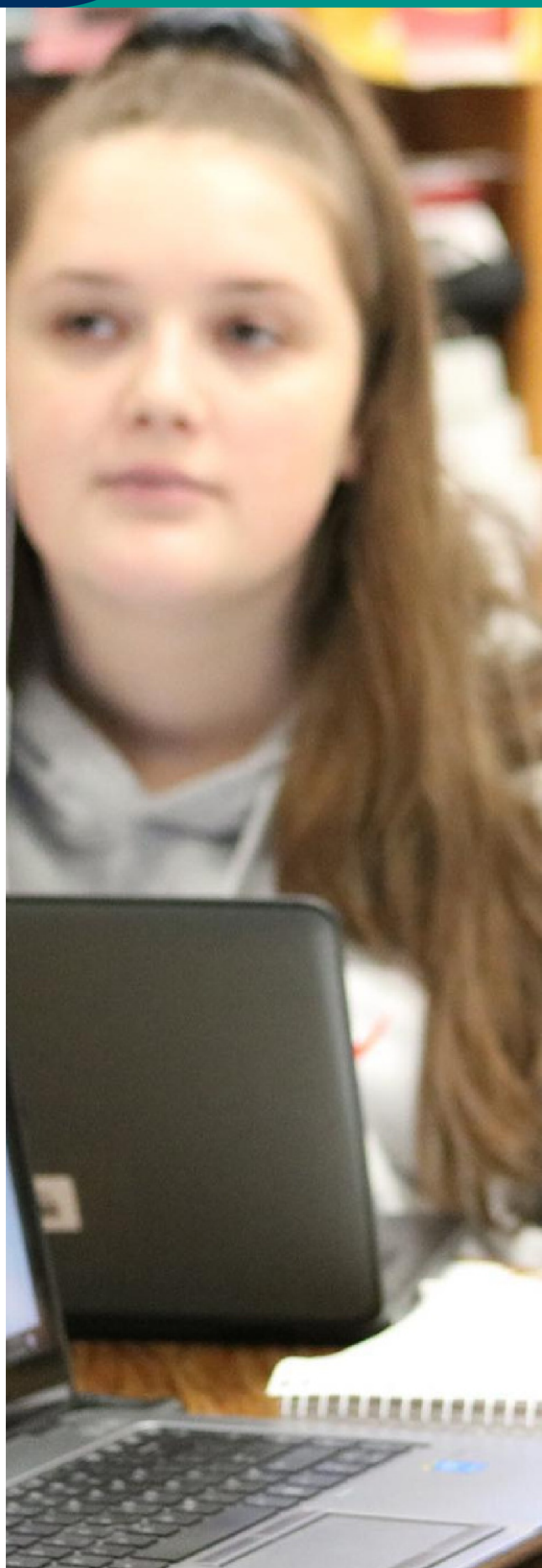
This guide is available on the district's website at www.rock-hill.k12.sc.us on the Technology Support for Families page, found under the Families tab here:

Purpose

Our mobile computing initiative is not about the tool used. It is not about a laptop or tablet; it is about what a personal mobile computing device will enable our students to do. . Device access gives students access to the most current information available through the Internet and also our Learning Management Systems (LMS), SeeSaw for K-2 and Canvas for 3-12.

Our students must be prepared for the future work environment where mobile technology can be used to explore, research, and create solutions to real-world challenges.



ROCK HILL Schools
TECHNOLOGY & INNOVATION

Expectations 4

Internet

We believe that students can be provided opportunities to use the Internet as a research tool within clearly understood parameters. These conditions are:

1. Parents are advised of the rules and give their written permission by checking the appropriate box.
2. The student gives written assurances regarding appropriate behaviors while using the Internet.
3. The student and parents understand that violations of these assurances will result in disciplinary actions and possible loss of Internet and/or device privileges in instances of flagrant abuse, i.e., searching for and/or downloading inappropriate material.

Presence

Personal mobile computing devices are intended for school use each day. Students are responsible for bringing their device to all classes unless specifically instructed otherwise by the teacher.

Students are expected to keep the battery of their personal mobile computing device charged for school each day. It is expected that the device will be charged. Students will be charged $40 for the replacement of lost charging devices.

Students who leave their devices at home are still responsible for completing their daily coursework. Repeated offenses may result in disciplinary action.

Printing from personal mobile computing devices will be discouraged; however, schools may provide students with information related to printing access at the school site.

Students may establish WIFI connections with their personal mobile computing device outside of school, including home wireless networks or public hotspots.

Rock Hill Schools makes no assurance that its network will be operational at all times. In the rare instance that the network may not be operational, Rock Hill Schools will not be responsible for lost or missing data.

Expectations 5

FERPA

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's "Acceptable Use Policy". ROCK HILL SCHOOLS retains the rights to any recording and/or publishing of any student's or staff member's work or image. You can read more about FERPA online at the Rock Hill Schools website, under the Families tab, and the "Parent Resources" page: http://www.rock-hill.k12.sc.us/domain/1638.

Saving Student Information

Students are responsible for storing their files in a safe and accessible location. This may be a personal or district-provided storage location, consistent with district policy and guidelines. The school district provides cloud storage for all students. Malfunction of a personal mobile computing device is not an acceptable excuse for failure to submit work.

Installed Applications

Applications installed by Rock Hill Schools on each personal mobile computing device must remain on the personal mobile computing device in usable condition. Students may not remove these required applications. School staff will periodically check personal mobile computing devices to ensure that students have not removed them.

Some licenses for applications require that the application be deleted from the personal mobile computing device at the completion of a course. If this applies to an application being used, a technology staff member will re-sync the devices for students in that course.

Expectations

Expectations 6

Students will be permitted to load district and school approved applications on their personal mobile computing devices as long as they do so in accordance with the district's "Acceptable Use Policy".

If technical difficulties occur or unauthorized applications are discovered, technology staff will re-sync the personal mobile computing device. The school does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician.

Integrity

School administrators may randomly select students and ask them to provide their district-owned personal mobile computing device for inspection.

The personal mobile computing device comes equipped with a camera and video capabilities. The use of a camera or video in restrooms or locker rooms is strictly prohibited.

ROCK HILL Schools
TECHNOLOGY & INNOVATION

Expectations

Recieving and Returning Procedures

Receiving a Personal Mobile Computing Device

Personal mobile computing devices and chargers will be distributed each year after:

- *Parents/guardians and students sign the Student Assurance form. (pg. 10)*
- *Parents/guardians complete and submit the Rock Hill Schools Technology Protection Plan (TPP) form completed during the student registration process.*

**The Rock Hill Schools Technology Protection Plan and Student Assurance forms indicate an agreement to follow the guidelines set forth therein. Once completed, the school will issue a personal mobile computing device to a student. Personal mobile computing devices may not be sent home before orientation, and expectations are shared at the school site or online. Schools will communicate the dates devices will be available to go home with students.*

Return of Personal Mobile Computing Device

Personal mobile computing devices, chargers, hotspots, and other district/school-issued accessories must be returned to the school as soon as a student leaves their assigned school. This includes:

- *Students leaving the Rock Hill School District during the school year.*
- *Students not planning on returning to the district the following school year.*
- *Students graduating mid-year or at the end of the school year.*

If a student returns their mobile computing device damaged, costs for replacement or repairs may be covered under the Technology Protection Plan (TPP).

Failure to return the personal mobile computing device, charger, and any other district/school assigned technology such as a hotspot, before leaving the district may result in criminal charges brought against the student/parent/guardian and/or the person in possession of the personal mobile computing device or assigned technology.

Recieving and Returning

Care and Repairs

Personal Mobile Computing and Other Devices Repair Costs

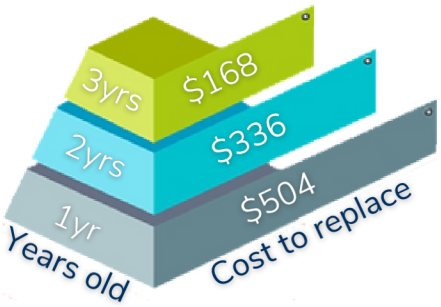
Many repairs such as batteries not maintaining a charge and hard drive failures from age are common and part of maintaining the laptops. However, hardware damages such as broken LCD screens, broken hinges, damaged power ports, and missing keyboard keys are from improper care or usage. Unfortunately, screens, hinges, and ports are so expensive to repair that it requires us to replace the laptop.

- *Parents/guardians may be billed for loss or damage of devices.*
- *Parents/guardians may purchase a Technology Protection Plan (TPP) for $35 that covers the personal mobile computing device for the first time unintentional damage or loss of a personal mobile computing device.*
- *Parents/guardians who qualify may request a waiver of this initial fee which if approved will also protect them for first time loss or unintentional damage. However, this does not make them exempt from future loss or damage. Waivers are approved or denied based on PIP guidelines.*

Device chargers are not covered under the TPP. Lost or intentionally damaged chargers will be billed at a cost of $40 per charger.

Please note that TPP coverage does not apply in cases of deliberate misuse or abuse. In such cases, the district will charge the parent the cost of needed repairs, not to exceed the replacement cost of the personal mobile computing device. The replacement costs are as follows:

- Chargers - $40
- Laptop Case - $18
- Broken keyboards - $85
- Device replacement - $168 per year based on the age of the device



Device Replacement Costs
(based on how new or old the device is)

Care and Repairs

Care and Repairs

Identification of Personal Mobile Computing Device

Each student's personal mobile computing device will be labeled according to district identification guidelines. These district-approved labels should remain on the personal mobile computing device at all times.

Caring For District-Owned Personal Mobile Computing Device

The personal mobile computing device is the property of Rock Hill Schools. All users must follow district guidelines and the Rock Hill Schools "Acceptable Use of Technology" policy. Students will be provided with an "Always-On-type" laptop case. Students are expected to keep their computers in these cases at all times to prevent damages.

Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag in a way that applies pressure to the screen. Folders, workbooks, pencils, etc., should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the personal mobile computing device.

Use caution when carrying the device. Collisions against lockers, walls, car doors, floors, etc., can crack or break the screen. Students should never move or transport computers with the screens in the open position.

Students must take any damaged personal mobile computing device, or device failing to operate properly, to the school's designated area for evaluation and/or repair. Fees for damage or loss will be determined based on $168 per year based on the age of the device.

Personal mobile computing devices should never be left in an unlocked locker, unlocked car or any other unsupervised area.

Stolen or lost personal mobile computing devices must be reported within 48 hours to the school, local police department or local sheriff's department. Students or parent/guardians must also file a police report with the school resource officer when incidents of loss, theft, vandalism, etc., occur on campus. You must provide a copy of the completed police report to the school.

Care and Repairs

Student Assurances 10

I agree to the stipulations set forth in the:

- *o Rock Hill Schools Personal Mobile Device Guide Agreement*
- *o Rock Hill Schools Acceptable Use of Technology Policy[1] & Administrative Rules[2]*
- *o District and Student Owned Electronic Device Policy[3] & Administrative Rules[4]*
- *o Use of Internet/Student Assurances[5]*

[1] [2] [3] [4] [5]

**Scan the corresponding QR codes above to view the documents on your device.*

I understand that my participation in any violation of these guidelines will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

ROCK HILL SCHOOL DISTRICT THREE - STUDENT ASSURANCES

When using ROCK HILL SCHOOLS School District network or Internet resources, I will:

1. *use the Internet for legitimate educational purposes.*
2. *not register the name, home address, or telephone number of myself or anyone else in any location on the Internet.*
3. *use messaging only at the direction of my teacher or as it relates to my coursework.*
4. *not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities.*
5. *not harass, insult, attack, or bully others via electronic communications.*
6. *not damage or alter digital devices, computer systems, or computer networks.*
7. *not violate copyright laws.*
8. *not trespass in another's folders, work, or files.*
9. *keep my usernames and passwords protected.*

I understand that my participation in any violation of these student assurances will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

_____	_____	_____
Student Name (Print)	*Student Signature*	*School*

As parent/legal guardian, I give permission for my student to access RHSD network or Internet resources under the conditions described above.

_____	_____	_____
Parent Name (Print)	*Parent Signature*	*Date*

Please sign and return this sheet to your child's teacher or school administrator. Thank you.

Rock Hill Schools Technology Protection Plan

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To help sustain the technology investment and offset repair cost ROCK HILL SCHOOLS has implemented a technology protection payment plan. The TPP payment of $35 will entitle the student to a one-time replacement for unintentional damage or repair. This does not cover intentional damage to the device or for lost personal mobile computing device chargers or hotspots. Families with financial hardships may be eligible for a waiver of the TPP original fee. For additional information see the RHS Mobile Computing Guide or visit the district website. All students/parents must have this completed form on file prior to a technology device being issued.

FOR OFFICE USE ONLY

- ☐ ENTERED INTO POWERSCHOOL
- ☐ Cash
- ☐ Check #
- ☐ RECEIPT #
- ☐ WAIVER APPROVED (PIP Guidelines)
- ☐ PAYMENT PLAN

_____ _____

Date/Amount Date/Amount

_____ _____

Office Signature Date

- *The RHS Mobile Computing guide is available at: https://tinyurl.com/RHSMCG.*
- *The Use of Internet/Student Assurances is available at: https://tinyurl.com/RHSUISA.*
- *The Parent Orientation is available at: http://tinyurl.com/RHSPOV.*

PLEASE CHECK ONE OF THE OPTIONS BELOW AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL

☐ *I have enclosed the $35 technology protection payment for the 2021 - 2022 school year.*

☐ *I will pay the $35 technology protection payment online through my child's school. Additional processing fees apply for online payments.*

☐ *I request a waiver of the payment. I agree and release the school or district personnel to verify the PIP list for approval. I understand this waiver is for the $35 fee but does not make the student exempt from charges for devices that are lost or damaged. (District Policy JQ Student Fees, Fines and Charges)*

☐ *I decline the $35 technology protection plan and accept full responsibility for damaged or loss of the district's mobile device.*

☐ *My child will bring his/her personal device to school.*

I understand that my participation in any violation of the guidelines set forth in district-owned or student-owned electronic device agreements, or use of internet/student assurances will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

By signing below, I have participated in the parent orientation and agree to the stipulations set forth in the Personal Mobile Computing Guide, ROCK HILL SCHOOLS Acceptable Use Policy, District-Owned Electronic Device Agreement, Student-Owned Electronic Device Agreement and Use of Internet/Student Assurances.

_____ _____ _____

School Date Grade

_____ _____

Student's name (Last, First, Middle) Please print Advisor/Homeroom

_____ _____

Student's Signature Parent/Guardian's Signature

_____ _____

Parent/Guardian's E-mail address Parent/Guardian's Phone Number