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

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.

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 If you receive outdated content, please use the refresh options to help determine if the connection is active.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

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.

Wired Safety: - http://www.wiredsafety.org
Provides help, information and education to Internet and mobile device users of all

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@)