

# Rogersville City School Device Deployment Plan

Rogersville City School (RCS) device deployment will take place outside at the “pick-up/drop off” area, located on the campus of RCS. This outside area will allow for ventilation and minimize potential virus spread.

RCS will begin with 8<sup>th</sup> grade and work down to Kindergarten. For parents that have multiple students, they will be able to pick up all devices, assigned to their children, at one time. It may not be possible for parents to pick up devices at their designated time due to a scheduling conflict. Therefore, we will have multiple evening pick-ups, from 4pm until 6pm, on designated days.

When parents arrive, they will be asked to remain in their vehicles until the first station is cleared of all patrons. There are 5 stations included in the 15-minute process, all of which are spaced 6ft apart. As the person in front of them moves forward, they will move forward, to the next station, as well. Stations will be set up as followed:

- **Station 1** – Check in, receive packet, etc.
- **Station 2** – sign paperwork
- **Station 3** – receive charger and laptop bag
- **Station 4** – receive device
- **Station 5** – log in to device, applicable apps (Google, Seesaw, Schoology, etc).\*
  - \*Optional troubleshooting station for login errors..

Training videos will be posted via RCS’ website and Facebook page to ensure that parents know what to expect and how to log into devices and apps prior to their designated time slot.

As we prepare for the start of this new school year, I'm calling to share information about our Device Deployment Days. We will be distributing devices to our students on August 12th and 13th. Each grade level has an assigned time slot for device pick-up. If you have children in multiple grades, you will be able to pick up devices for all of your children during any one of their assigned time slots. Here are the pick-up times for each grade:

7th & 8th Grades - August 12 from 9am to 11:00am

5th & 6th Grades - August 12 from 1pm to 3:00pm

3rd & 4th Grades - August 13 from 9am to 11:00am

1st and 2nd Grades - August 13 from 1pm to 3:00pm

Evening pick-up for grades 1 - 8 - August 13 from 5pm - 7:00pm during Kindergarten Screening Week.

619 Pre-K (Mauk) will receive devices the first day of services .

Local daycare facilities that care for RCS students are being contacted the week of Aug. 10 to assess need for training of their staff in order to assist students with our virtual school or live streaming.

# **Rogersville City School System Laptop/iPad User Agreement**

## **Terms**

This agreement is made expressly between Rogersville City School System (hereinafter referred to as RCS) and the Student and the parent/guardian (hereinafter referred to as Parent) whose names appear on the attached Acknowledgement Form (found on page 7 of this agreement). RCS agrees to provide a Dell laptop/iPad for student use under the conditions detailed below. In exchange, the Student agrees to follow all of the policies set forth in this agreement, and the Parent agrees to assume the responsibilities specified herein as well.

## **Parent & Student Responsibilities**

### **Equipment**

#### **Ownership**

RCS retains sole right of possession of the Dell laptop/iPad and grants permission to the Student to use the laptop/iPad according to the guidelines set forth in this agreement. Moreover, RCS retains the right to collect and/or inspect the laptop/iPad at any time, including via electronic remote access, and to monitor, alter, add, or delete installed software and apps. Student is to return the laptop/iPad if, for any reason, the Student is no longer enrolled at RCS. Also, Students must return their devices at the end of each school year.

#### **Equipment Provided**

Student will be issued a Dell laptop/iPad and one power cable. RCS retains sole right of possession of the laptop/iPad and the associated accessories listed above. RCS will retain records of the laptop/iPad serial numbers in the Student Information System (SIS). Return of a genuine Dell laptop/iPad power supply and cable is required. A non-genuine cable or adapter will not be accepted when devices are turned back to the school system.

### **Apps and Software**

Apps and software will be purchased by RCS and “pushed out” to student laptop/iPad. App and software ownership are permanently retained by RCS. It is therefore mandatory that students be signed on with RCS issued usernames and passwords, i.e. Google IDs, when accepting and downloading any apps/software. Unique usernames, i.e. Google IDs with the @rcschool.net domain, will be used for each laptop/iPad. Student and Parent agree not to download apps purchased by the school to any other electronic devices. They are only to be available to the laptop/iPad that is the subject of this Agreement.

# Rogersville City School System Laptop/iPad User Agreement

## Damage or Loss of Equipment

### Responsibility for Damage

Student is responsible for maintaining the laptop/iPad in 100% working order at all times. Student shall use reasonable care to ensure that the Dell laptop/iPad is not damaged. In case of accidental damage, RCS will require the Parent to pay a repair fee. This fee is applicable for each occurrence of damage to the laptop/iPad. Parent agrees to pay this amount related to damage promptly upon receipt of a statement of charges from RCS. Parent will also be responsible for any damaged accessories.

### Responsibility for Loss

In the event a laptop/iPad or accessories are lost or stolen, RCS will bill the Student and Parent for the full cost of the replacement. Parent agrees to pay all such charges promptly upon receipt of a statement of charges from RCS.

### In Event of Damage or Loss

Student and Parent agree to report any incidence of damage or loss of the laptop/iPad immediately to the Technology Coordinator, Gary Hicks at [hicksg@rcschool.net](mailto:hicksg@rcschool.net). Upon report of the incident, a temporary loaner device will be issued to the student within two (2) school days in the event there is damage, loss, or malfunction during remote learning.

## Legal and Ethical Use Policies

### Acceptable Use Policy

Use of the Dell laptop/iPad is subject to all of the terms in our Acceptable Use Policy (AUP) which is a separate document. This includes the explicit prohibitions of using internet-based file sharing programs to facilitate the illegal sharing of copyrighted material (music, video, and images). Student agrees to comply with the AUP in whole. Parent agrees to use best efforts to support RCS enforcement of the AUP.

### Digital Citizenship

Students will be expected to learn and actively practice good digital citizenship. RCS faculty will provide ample Digital Citizenship training in the first weeks of school, as well as throughout the rest of the school year.

### Restrictions

Network software maintained by RCS will manage restrictions when the laptop/iPad is both on and off campus. This means the laptop's/iPad's restrictions (found under Settings) should not be touched or tampered with. However, Parents should know and hereby acknowledge by signing the Acknowledgement Form below, that no filtering system is 100% perfect, and that guidelines

## **Rogersville City School System Laptop/iPad User Agreement**

for proper usage of the laptop/iPad away from school should be set by the Parent. Parent releases RCS and each individual school from all liability arising from Student Internet Usage.

Student will not engage in harassment, bullying, etc. Students have no expectation of privacy regarding any communication over the school systems network or using school- issued devices.

### **Student's Use of the Laptop/iPad Away from School.**

In addition, at school the firewall will still filter out inappropriate internet content. Student agrees not to use the laptop/iPad to access internet content that is prohibited or restricted by RCS.

### **Personal Google IDs and Apps**

Students are prohibited from using personal Google IDs on the RCS laptop/iPad. They shall not install non-RCS issued apps/software or try to purchase apps/software on their own. No music or videos should be installed/downloaded on the laptop/iPad either. As the year progresses, and if Students demonstrate good digital citizenship, RCS will consider allowing more freedom, at our own discretion, in this area.

## **Further Student Responsibilities**

### **Proper Care of Laptop/iPad**

Although the laptop/iPad is the property of RCS, it is the Student's responsibility to take care of the laptop/iPad.

### **Charging Laptop/iPad**

Student will be issued a charger to keep at home. Student must bring the fully charged laptop/iPad to RCS every school day as part of their homework. Student and Parent agree to designate a place at home to keep the laptop/iPad charged, so that the Student can get in the routine of storing and charging the device in the same place every night. RCS recommends plugging the laptop/iPad into a power surge protector. RCS maintains the right to keep laptop/iPad at school and not send it home.

### **Bringing Laptop/iPad to School**

Student must bring the fully charged Laptop/iPad to RCS every school day. If Student forgets the laptop/iPad, RCS will not provide a substitute laptop/iPad. Individual teachers will explain in class the consequences for not bringing a fully charged laptop/iPad to class.

# Rogersville City School System Laptop/iPad User Agreement

## Securing Laptop/iPad

When not in use, the Student and Parent agree to keep the laptop/iPad either properly stored (at teacher's discretion) in Student's school locker, classroom device cart, or attended (with Student or within Student's sight) at all times. Laptops/iPads left in bags and backpacks or behind in classrooms are considered "unattended" and may be confiscated by RCS as a protection against theft, if they are not stored in secure classroom carts. Unattended and misplaced equipment, if stolen –even at school – could be the financial responsibility of the Student and Parent. RCS will monitor all lockers via security cameras, located in all locker areas, to ensure devices are securely stored.

## Minimizing Risk

Student agrees to avoid using the laptop/iPad in situations that are conducive to loss or damage.

- Examples include, but are not limited to:
  - Leaving the laptop/iPad sitting next to them at an athletic event where they could easily be distracted.
  - Storing the laptop/iPad in the locked trunk of a car, rather than leaving it on the seat of a car.
  - Using the laptop/iPad on mass transit or in other highly public spaces also increases the risk of theft, which leaves the Student and Parent solely responsible.

## Allowable User of Laptop/iPad

Do not let anyone use your laptop/iPad other than your Teachers or Parents. Students should not swap laptop/iPad under any circumstances either in or out of class. Loss or damage resulting from someone else's improper use of the laptop/iPad will still be the full responsibility of the Student and Parent.

## Password Security

Student agrees not to share their RCS passwords, including RCS issued Google ID password with anyone other than their Parents. The Teacher will have copies of the passwords in case they are forgotten. Parents release the school system and its personnel from any and all liability concerning student passwords.

## Keep Laptop/iPad Clean

Student agrees to clean the screen with a soft, dry, anti-static cloth or screen cleaner specifically designed for laptop/iPad. Student agrees not to eat or drink while using the laptop/iPad

# **Rogersville City School System Laptop/iPad User Agreement**

## **Battery Life**

When possible, avoid completely draining the battery.

## **Personal Health**

Student agrees to avoid lengthy use involving repetitive tasks on the laptop/iPad. Parent agrees to monitor and enforce compliance with this requirement. Students should take breaks from the laptop/iPad as well and alter their physical position (stand up, sit down, lean, etc.).

## **Videos, Games, & Music**

At no time should Students use laptop/iPads for non-educational use. Student agrees to comply with this requirement.

## **Photo, Video, and Audio Recording**

As a good digital citizen, Student will not record anyone using the laptop/iPad camera and/or microphone without permission from the parties involved. To do so will be considered a serious offense. In addition, Student must obtain separate permission from the parties involved before publishing such content. Student agrees to comply with this requirement.

## **File Storage**

Although the laptop/iPad itself may allow storage of files created and used by apps, Students are to upload and save files in school-issued Google drive.com storage accounts. At no time should files be saved directly to the laptop/iPad device.

## **Technical Assistance/Troubleshooting**

In the event that technical assistance or troubleshooting is needed during virtual learning, Parent or Student may obtain assistance by accessing the Technology Help page on the School's website, submitting a help desk request form, calling the school, or emailing the Director of Technology at [hicksg@rcschool.net](mailto:hicksg@rcschool.net). It is the Parent/Student's responsibility to promptly notify the school if such assistance is needed.

# Rogersville City School System Laptop/iPad User Agreement

## General Guidelines for Use at Home

1. Parent should feel comfortable taking away the Student's laptop/iPad for misuse at any time.
2. Student is required and agrees to share his/her passwords with Parent.
3. Managing Screen Time
  - Parent should set a usage policy that encourages giving the eyes a rest from time to time.
  - Parent should feel free to set an electronics curfew.
  - Parent should be responsible for determining where the laptop/iPad is stored and charged at night.
4. Managing Internet
  - Restrictions will already be set and managed externally, but Parent may wish to set additional usage rules at home.

# Rogersville City School System Laptop/iPad User Agreement

## Acknowledgement Form

The Student receiving an laptop/iPad and his/her Parent/Legal Guardian have completely and carefully read all of the content in this Agreement, and do hereby agree to abide by the policies and procedures contained herein. RCS reserves the right to make changes to this document to address future technology developments or curriculum needs.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

The Student and Parent have read and agree to abide by the RCS laptop/iPad Program User Agreement, and by signing below, attest that RCS shall not be liable for any loss or damage resulting from a Student's use of the supplied laptop/iPad, accounts, power cable, and power supply. The Parent, on behalf of him/herself and the Student, releases and waives any and all claims against RCS arising out of the provision of the laptop/iPad and the Student's use of the laptop/iPad and accessories referenced herein. The Parent shall indemnify, defend, and hold harmless RCS and its officers, employees, and volunteers from, and against, all liability, loss, damage, expense, and cost (including, without limitation, reasonable attorney's fees, expert fees, and all other costs and fees of litigation) arising out of RCS provision of the laptop/iPad and the Student's use of the laptop/iPad referenced herein. It is expressly understood and agreed upon that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of Tennessee and will survive termination of this Agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



# Rogersville City School

## ACCEPTABLE USE POLICY



Rogersville City School offers students, staff, and others affiliated with Rogersville City School access to the school's electronic network system, which includes Internet access. Rogersville City School believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided herein so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

*The signature or signatures at the end of this document are legally binding and indicate that the party or parties who signed have read the terms and conditions carefully and understand their significance.*

**Internet Access** – In making decisions regarding student access to the Internet, Rogersville City School considers its own stated educational mission, goals, and objectives. Research skills, via electronic format, are now fundamental when molding students to be productive citizens, as well as, dynamic employees.

Access to the Internet enables staff and students to explore thousands of libraries, databases, and other resources. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access to Internet resources should be structured in ways that point students to resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual users. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Rogersville City School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The student is responsible for not pursuing material that could be viewed as objectionable and/or offensive. Students should be aware that network use is logged and can be monitored and reviewed by administrators. Students are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Rogersville City School firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

The following rules have been established as guidelines for Internet use. These include, but are not limited to, the following:

**Internet Access- Internet is available for all students only as an educational resource.**

- Students will access the Internet with permission from a teacher.
- Students will go to websites that are appropriate for learning at school.
- Students will inform a teacher immediately if any inappropriate sites are accessed while he/she is online.
- Students will not attempt to bypass the Internet filter to access a blocked website.
- Students will not reveal any personal information about themselves or others, such as address or phone number.
- Students will not purchase products or services using the Internet.
- Students will not plagiarize works or violate copyright laws.
- Students will not use the network for commercial purposes or illegal activity.

**Network Etiquette** – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Students will always use proper and appropriate language and utilize appropriate writing skills when communicating online.
- Students will never give personal information (name, address, telephone number, etc.) to someone online.
- Students will never use online communication to harass or bully anyone.
- Students will be courteous and polite when communicating online.
- Students will not use the network in such a way as to disrupt the work of others.
- Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
- All communications and information accessible via the network should be assumed to be private property. Do not quote personal communications without the author's prior consent.
- Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

**1-to-1 Device Program** – All students enrolled at RCS will have the exciting opportunity to be issued a device for educational use. The device is issued to the student who, with his or her parents or legal guardians, is the only authorized user of the computer/iPad. Students in grades K-4<sup>th</sup> will be assigned an Apple iPad, while grades 5<sup>th</sup>-8<sup>th</sup> will be issued a Dell Laptop. Although each student accepts responsibility for the care and use of the device, the unit remains the sole property of Rogersville City School. Rogersville City School owns licenses for the software installed on the devices. Under no circumstances may any of this software be transferred to any other computer. This equipment should be treated with respect. No student shall intentionally damage, alter or take any of this equipment, which includes all hardware and software. Rogersville City School has software and systems in place that monitors and records all activities and traffic on the School computing resources. Students should expect only limited privacy in the contents of personal files on the school network. Misuse of equipment may result in immediate loss of laptop/iPad loan privileges. Violations of the Rogersville City School policy and AUP are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

The student and parent/guardian agree to the following:

- Students are responsible for their laptop/iPad.
- The laptop/iPad must always be transported in a safe manner, preferably in a backpack.
- Students are never to take the laptops/iPads home.
- Wet hands and high humidity are risky to electronic devices and should be avoided.
- The laptop/iPad must always be with the student or in the designated cart charging at all times.
- The laptop/iPad must be returned immediately if Rogersville City School administration revokes laptop/iPad loan privileges for a student or the student transfers from Rogersville City School. Failure to do so will result in Rogersville City School reporting the laptop/iPad as stolen property to law enforcement authorities.

**General Device (Laptop/iPad) Use** – The student agrees to the following:

**RCS issued devices will NOT:**

- Be left on anything other than a flat surface.
- Have any hardware or software removed from the system.
- Delete, rename, move, copy or alter any file or its properties other than his/her personal files.
- Knowingly infect the system with a virus.
- Install or download software or files without the permission from a staff member.
- Attempt to gain access to unauthorized files.

**Internet Publishing** – As a part of their educational program, students may have the opportunity to publish or be included in published documents, projects and/or other activities on the Internet. Therefore, the following guidelines have been established for Internet publishing.

- Published documents may not include phone numbers or addresses.
- Student may only be identified by first name and classroom teacher
- Documents may not include information which indicates the location of a student at a given time other than attendance at a particular school or participation in school activities.
- Documents must conform to school board policies and established school guidelines.
- Documents must be edited and approved by a referring teacher and/or the Technology Administrator.

**Vandalism** – Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges. This includes other student's laptops. Students should never utilize any laptop, except the one that is assigned to them.

**Security** – Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account with anyone. You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account. **If you believe your**

**account has been violated, you should immediately notify the Technology Administrator and request your password to be changed.**

**Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of this privilege. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

**Limitation of Liability** – Rogersville City School makes no guarantee that the functions of the services provided by or through the school system will be error-free or without defect. Rogersville City School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The system is not responsible for the accuracy or quality of the information obtained through or stored on the network system. Rogersville City School will not be responsible for financial obligations arising through the unauthorized use of the network.

**Email** – Rogersville City from time to time may deem it necessary to provide students with school issued email accounts. The accounts are limited and highly monitored. When utilizing a school issued email account the following should be assumed:

- I understand that any school-issued email address should be used for educational communication purposes only.
- I understand that all school-issued email communications are stored and may be accessed and examined by teachers and administrators at any time.

## Acceptable Use Agreement

### Student Agreement

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Grade \_\_\_\_\_

I have read the Rogersville City School's Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that should I violate any of the rules, my access to the network and laptop loan privileges may be revoked immediately and I may face other disciplinary measures or legal consequences.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Parent/Guardian Agreement

I have read the Rogersville City School System's Acceptable Use Policy.

I hereby release the System, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of or inability to use the System's network, including, but not limited to claims arising from the unauthorized use of the system to purchase products or services.

I give permission for my child to use the Rogersville City School System's computer network. I realize this includes the use of the Internet and could include use of e-mail and discussion groups on a limited, supervised basis. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I give permission for my child to be issued a laptop for educational use. I understand that the laptop remains the sole property of Rogersville City School and must be returned immediately should my child transfer from Rogersville City School or should Rogersville City School suspend or terminate my child's laptop loan privileges. I understand failure to comply with this policy will result in the laptop being reported as stolen property to authorities and possible legal and/or monetary consequences.

I give permission for my child's work and/or photograph to be published on the Internet, with the understanding that personal information will not be used.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_

Laptop Serial Number \_\_\_\_\_ Laptop Asset Number \_\_\_\_\_



## RCS Internet Access Details Survey

\* 1. Please enter your name.

\* 2. Please enter the name(s) of your child(ren) that attend RCS.

\* 3. Do you have *reliable* internet access in your home?

Yes

No



## RCS Internet Access Details Survey

### Type of Internet Access

4. Choose the description that best fits your home Internet access. (Choose all that apply).

- High speed internet** through a provider such as Spectrum/Charter, Holston Connect.
- Satellite Internet** such as HughesNet,
- Mobile wifi hotspot** through a provider such as Verizon, AT&T, Xfinity, etc.
- Wifi Hotspot** from a cell phone
- DSL Internet** such as Century Link, Earth Link, or AT&T
- Other (please specify)

5. Describe the availability of internet access for your child's schoolwork.

- As needed
- Only at specific times or on specific days



## RCS Internet Access Details Survey

### Unreliable Internet

6. If you answered no to the previous question, explain why. (Check all that apply).

- I have no internet access in my home.
- My internet access is very slow.
- My internet service is frequently down/not working.
- Other (please specify)

7. Do you have regular, reliable internet access somewhere other than your home?

- Yes
- No





## RCS Internet Access Details Survey

### Internet Access Elsewhere

8. If you answered yes, select reliable internet options available to outside of your home. (Check as many as apply).

- Family member or friend's home
- Public place of business
- Public library
- RCS
- Other (please specify)

9. Describe the availability of internet access for your child's schoolwork.

- As needed
- Only at specific times or on specific days



RCS Internet Access Details Survey

Limited Availability Times

10. What times can your child(ren) access the internet for school work? (Please include days of weeks and times of day).