

ROCK HILL  
*Schools*

# Mobile Computing Guide

for 2023 - 2024 Students and Families

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## Mobile Computing Guide

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

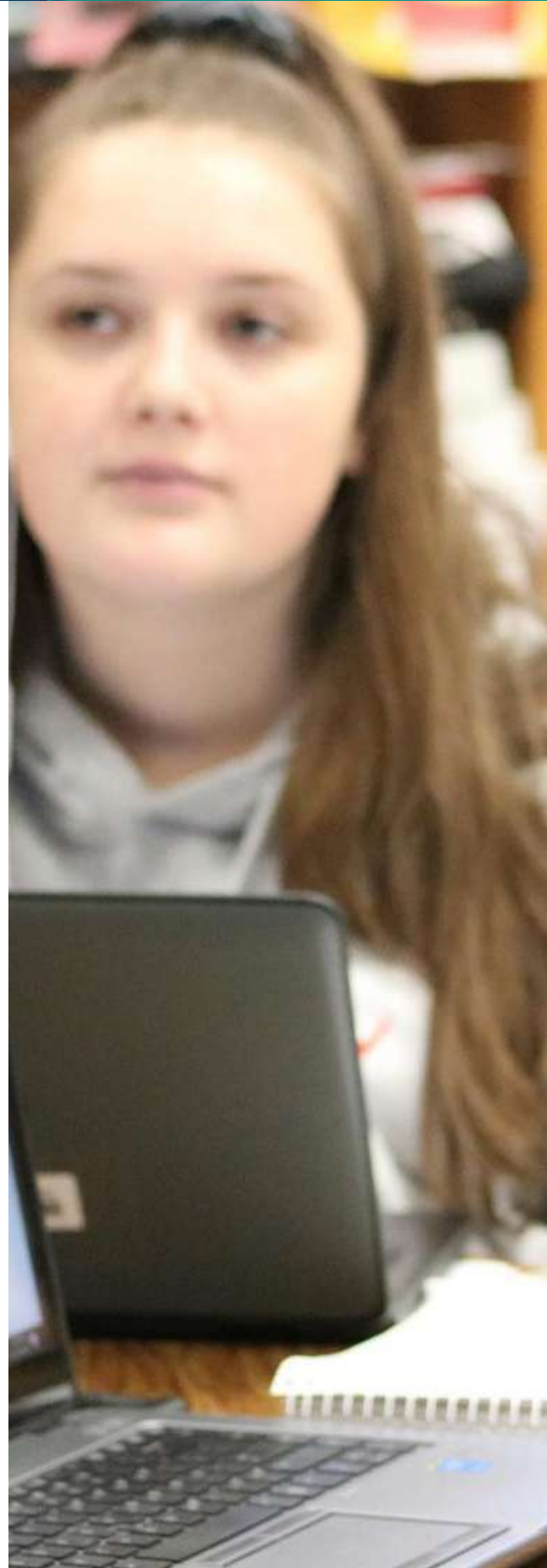


# Purpose

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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.





# Expectations

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## 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.

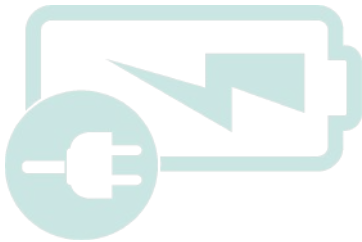
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The student and parents understand that violations of these assurances will result in disciplinary actions and possible loss of Internet and/or device privileges in instances of flagrant abuse, i.e., searching for and/or downloading inappropriate material.

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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.

## Presence



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 After market chargers are not accepted as replacements..

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

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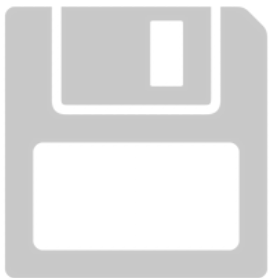
## FERPA

### 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.

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.

#### Installed Applications

# Expectations

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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.



# Expectations

# Receiving and Returning Procedures

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## Receiving a Personal Mobile Computing Device

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

- Families and students sign the Student Assurance form. (pg. 10)
- Parents/guardians complete and submit the Rock Hill Schools Technology Fee Agreement (TFA) form during the student registration process.

\*The Rock Hill Schools Technology Fee Agreement 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

Mobile computing devices, chargers, and other district/school-issued accessories are property of the school district and must be returned to the school when student leaves. 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 Fee Agreement (TFA).

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

# Care and Repairs

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## 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 will be billed for loss or damage of devices.
- Parents/guardians will be required to pay a Technology Fee of \$20 for the use of district technology. This does not cover any damages or loss of a mobile computing device.

Please note that TFA coverage does not apply any damages. The district will charge the parent the cost of needed repairs, not to exceed the replacement cost of the 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



Care and Repairs



# Care and Repairs

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## Identification of 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