



# Roanoke County Public Schools Elementary Student Laptop Manual

Roanoke County Technology Department



# Contents

Contents.....	1
Technology Support .....	1
LOG ON AND CONNECT TO YOUR HOME NETWORK .....	2
Step 1: Power on Laptop and Acknowledge the AUP Info .....	2
Step 2: Connect Your Home Network.....	2
Step 3: Connect to the VPN .....	3
Step 4: Sign into the laptop.....	4
Step 5: Sign into the laptop as a different learner.....	4
CLASSLINK .....	6
Access ClassLink .....	6
Using Apps .....	7
Adding Apps .....	7
Edit Mode.....	7
ACCESS YOUR ONLINE CLASS IN BLACKBOARD (Not available until August 24) .....	8
ACTIVATE MICROSOFT OFFICE .....	9
SETTING UP ONEDRIVE .....	11
SETTING UP A HOME PRINTER.....	12
Option 1 (USB Cord).....	12
Option 2 (Wireless Printer) .....	12
ACCEPTABLE USE POLICY .....	14
LAPTOP AGREEMENT FORM .....	16
KAJEET HOT SPOT QUICK START GUIDE .....	17
SMARTSPOT PARENT-STUDENT GUIDE .....	18
KAJEET HOT SPOT LOAN AGREEMENT .....	19

## Technology Support

For technology help and questions, please contact the Technology Helpline:

Phone: (540) 562-3880

Email: [techsupport@rcps.us](mailto:techsupport@rcps.us)

# LOG ON AND CONNECT TO YOUR HOME NETWORK

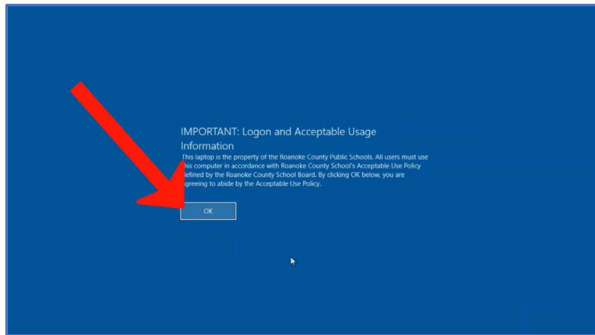
## Step 1: Power on Laptop and Acknowledge the AUP Info

Open the laptop and press the power button in the top right corner.

At the screen below: Press **Ctrl + Alt +Del** keys at the same time.

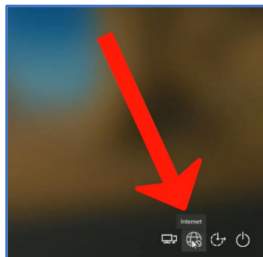


Click **OK** to accept the AUP Information

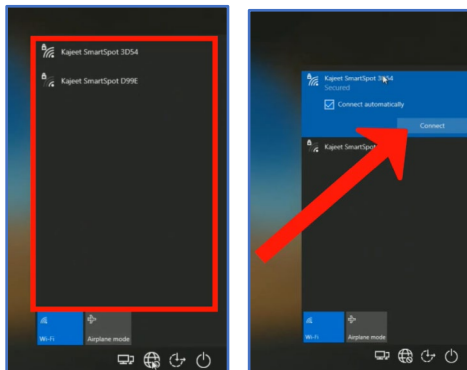


## Step 2: Connect Your Home Network

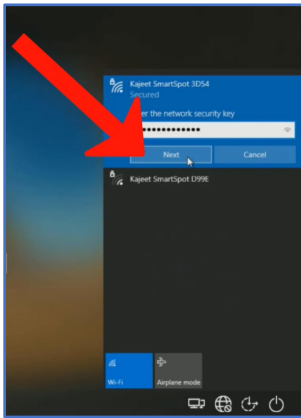
Click on the **Internet Icon** in the bottom right of your screen.



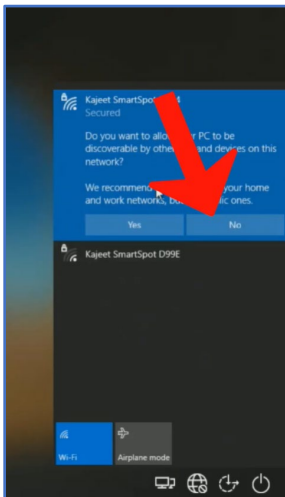
From the list of available networks, **choose your home Wi-Fi network** and click **Connect**.



Enter the **Wi-Fi password** for the network and click **Next**.

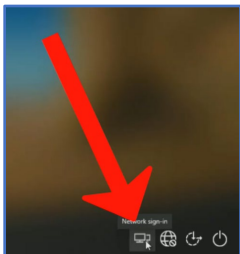


Click **No** on the next prompt.

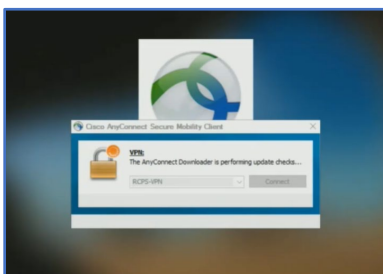


**Step 3: Connect to the VPN**

Click on the **Network Sign-in** Icon.

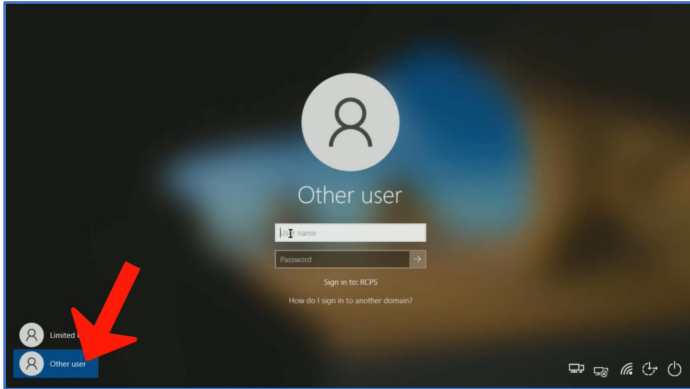


Allow time for the connection to happen.



#### Step 4: Sign into the laptop

At the next screen select **Other User** and enter your username and password.

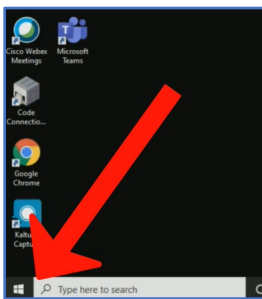


Now you are ready to use the laptop

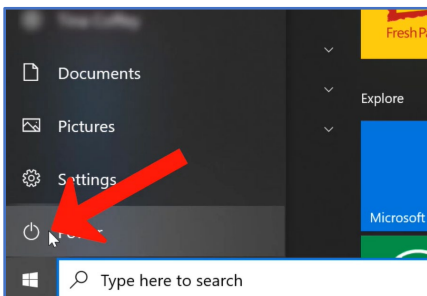
#### Step 5: Sign into the laptop as a different learner

All students have their own RCPS Account. It is important for learners to use the laptop while logged in with their own accounts. To switch users,

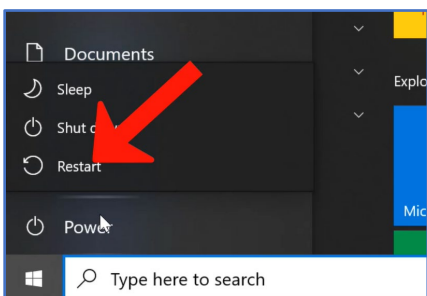
Click the **Windows Icon** in the bottom left corner



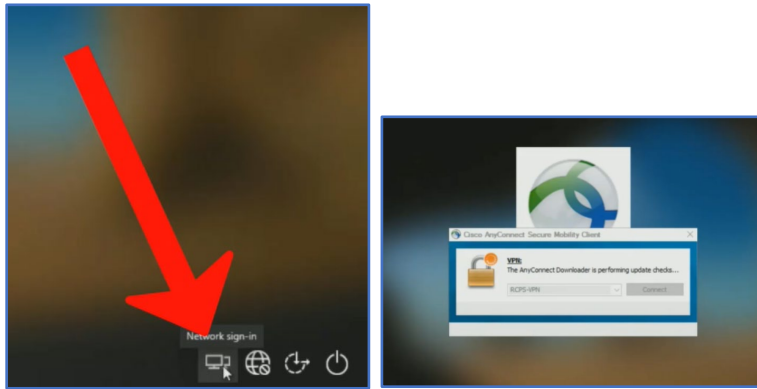
Click the **Power Icon**



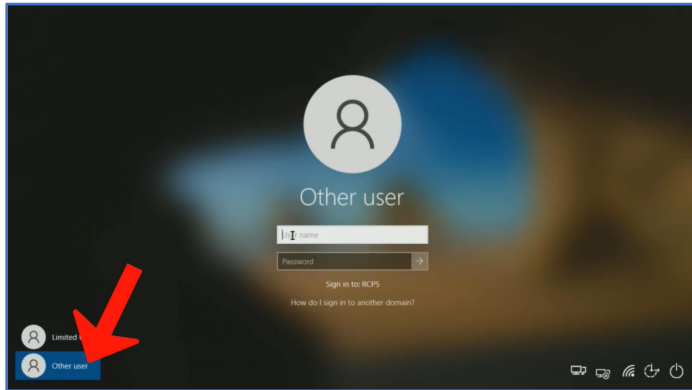
Click **Restart**



Click the Network Sign-in Icon and wait for the VPN to connect.



Select **Other User** and enter the learner's username and password.



# CLASSLINK

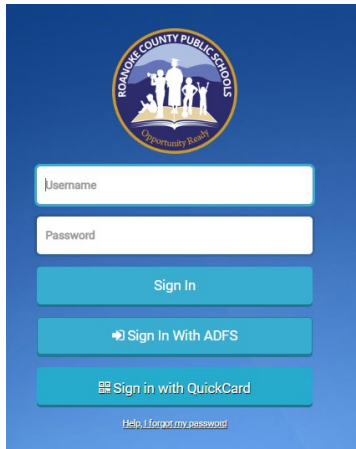
Classlink is our Single Sign On Solution that remembers logins and passwords for all the programs students use. This makes logging on to programs easier for our students, and reduces the need to remember multiple logins and passwords. Most apps are set up for students by their teachers.

## Access ClassLink

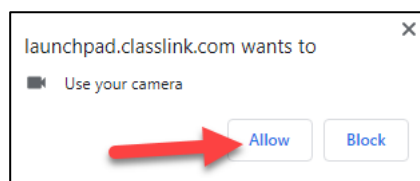
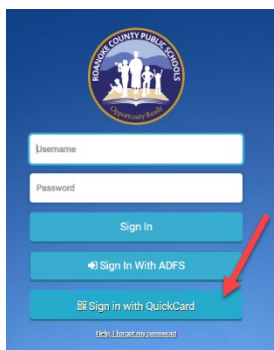
To access ClassLink, open Google Chrome.



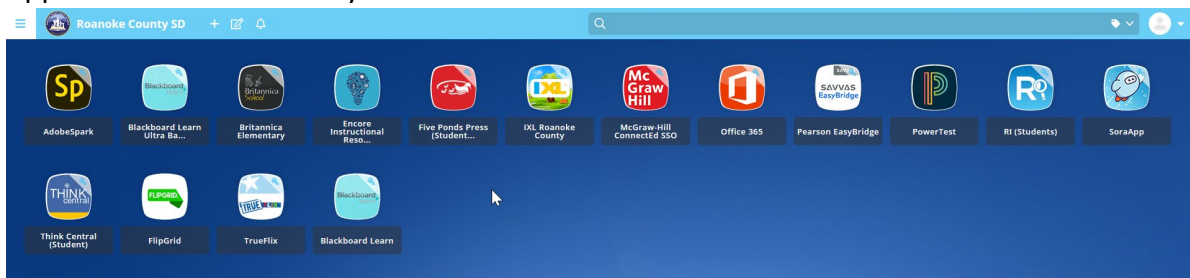
Login with your student username and password



\*Please note that K-2 students will receive Classlink Quick Cards with QR codes from their teacher once school starts. They can use these instead of having to type in their login and password. To use, click on **Sign in with Quickcard**. Make sure to **allow** the camera the first time you use it. Then hold the card up to the laptop camera. The card will log the student in automatically.



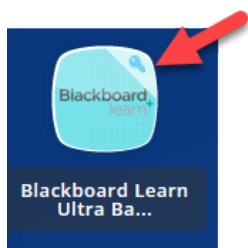
Apps that are available to your child will be show on their dashboard.



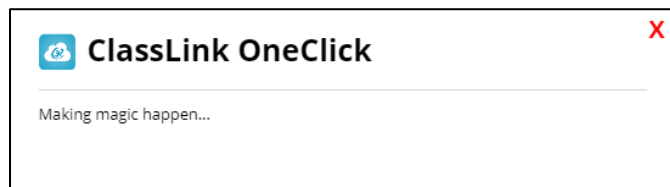


## Using Apps

To use an app, click on it. Apps with the key icon will automatically log your child in.

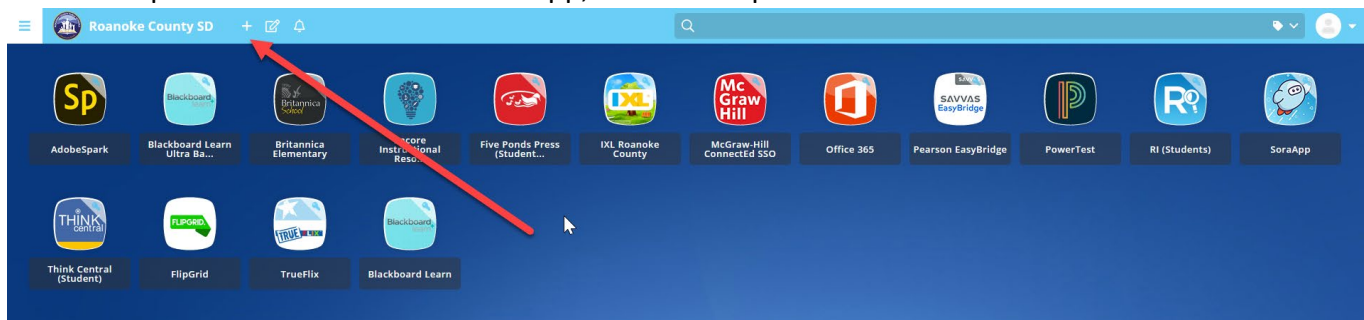


When using these apps, make sure to wait for the ClassLink box to appear. **Do not close** it when it does. This screen pops up while ClassLink is logging into the website for the student.



## Adding Apps

The Roanoke County Public SD library contains other apps used by various teachers and grade levels throughout the county. **Your child will not have access to some of the programs in this library.** If a teacher requests that a student adds an app, click on the plus.



## Edit Mode

The edit button will allow you to change the look and organization of your page.

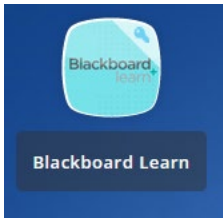


Click on the Edit Mode button in the top left.

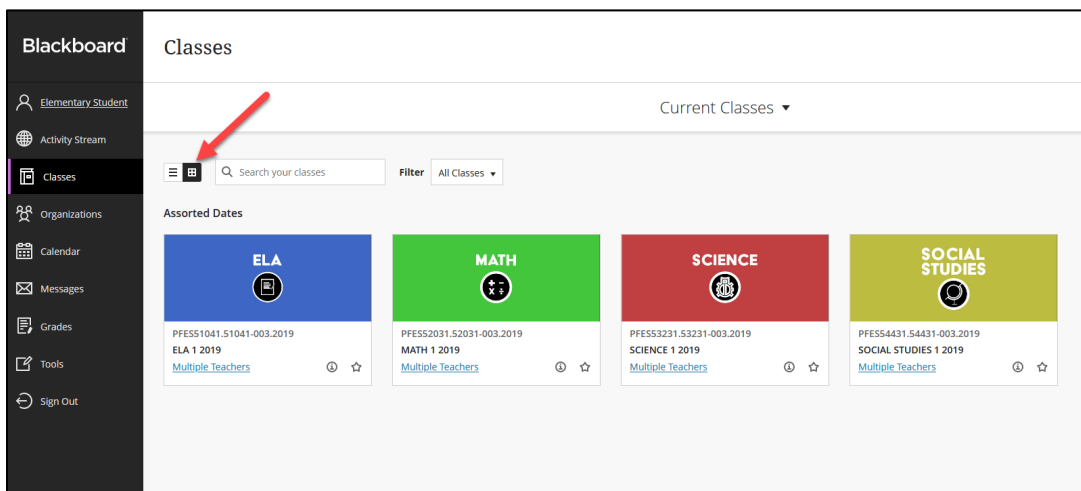
- Rearrange apps by dragging them to a different location and dropping them.
- Create a folder by clicking on the **Add Folder** button.
- You can move apps inside a folder by hovering over the folder and dropping the app inside.
- To rename the folder, right click on the folder and choose **edit**.
- To delete a folder, right click on the folder and choose **remove folder**.

## ACCESS YOUR ONLINE CLASS IN BLACKBOARD (Not available until August 24)

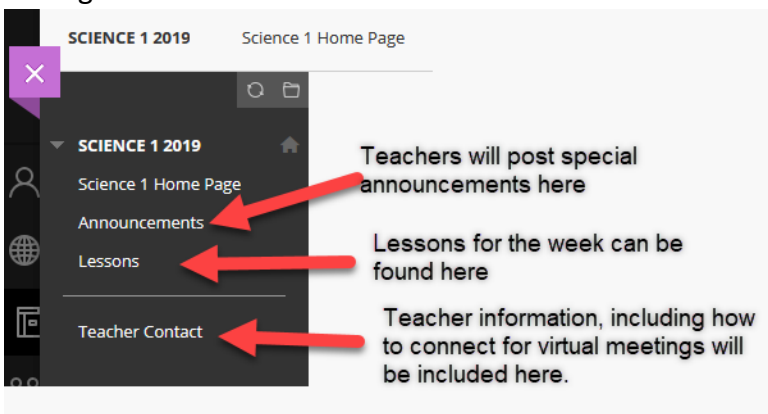
All your classes will be available in Blackboard **once school begins**. To access them, click on the Blackboard icon in ClassLink.



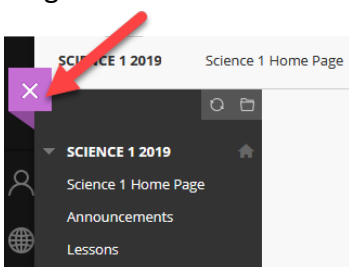
When you login into Blackboard, you will first see your Classes Page. By default, the classes page will show all the classes in a list. We recommend you click on the Tiles button to see each class as its own tile. To access a class, click on it.



The right side bar will show the various areas for the class.



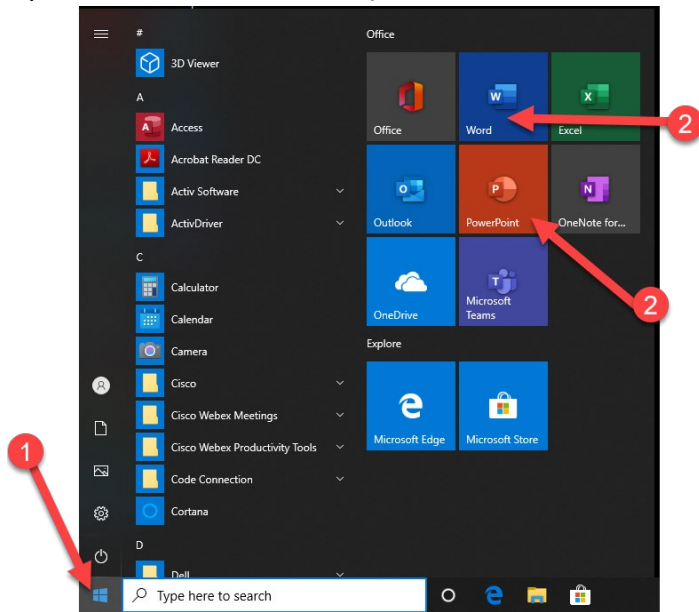
To go back to the main screen, click on the purple X.



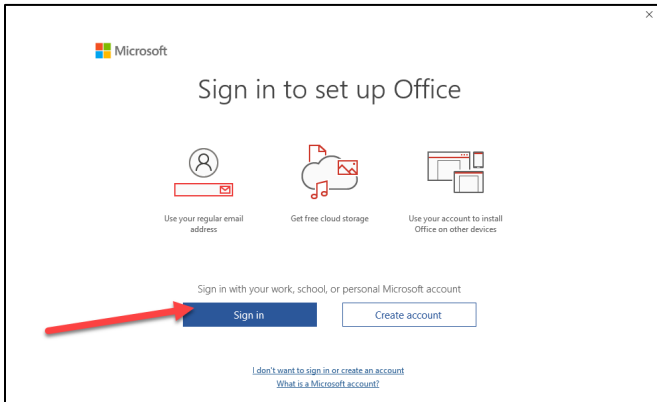
# ACTIVATE MICROSOFT OFFICE

You will need to do this one per learner in your home. Make sure you are logged into the computer as the correct student.

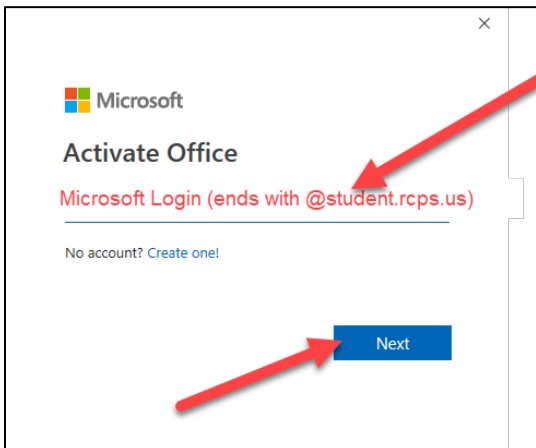
Open **Word** or **PowerPoint** (It does not matter which one)



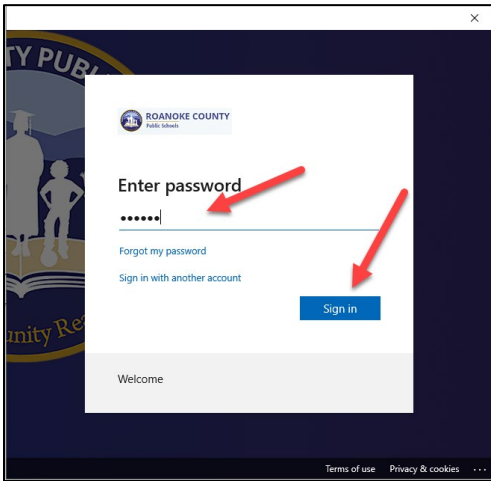
Click **Sign In**



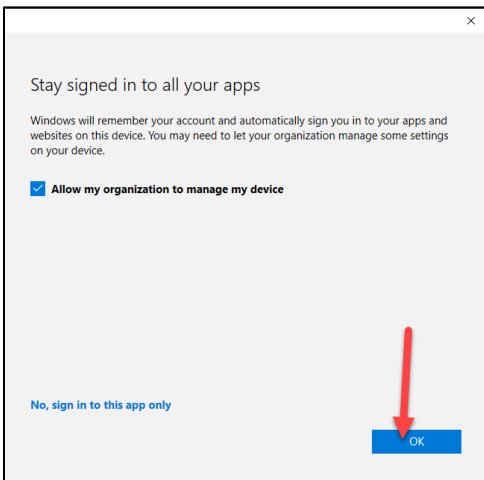
Enter the learners Microsoft username and password. The username will end in @student.rcps.us.



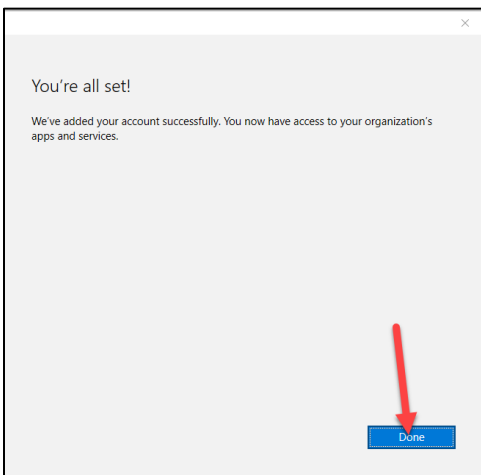
Enter student password and click **Sign In**



Choose **OK**

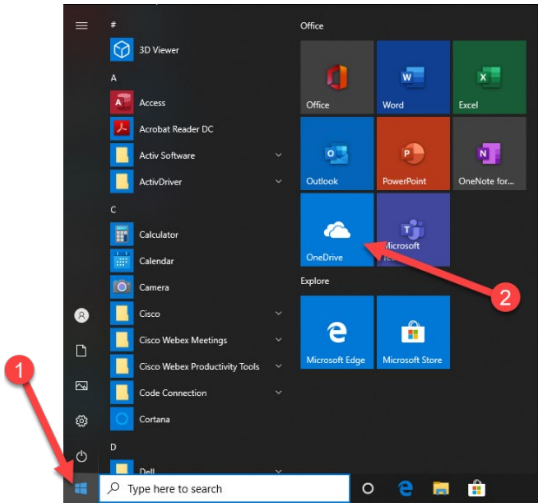


Be patient as Microsoft assigns the license. Then click **Done**.

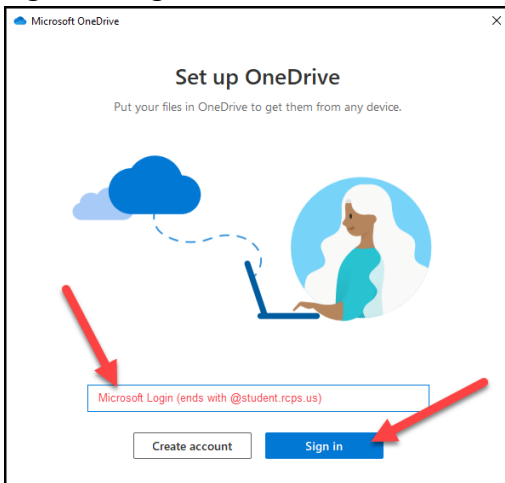


# SETTING UP ONEDRIVE

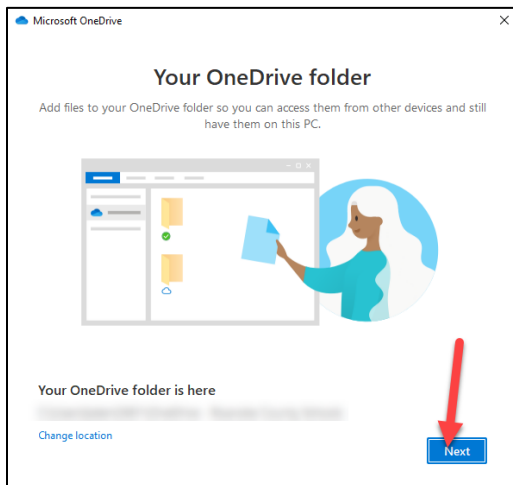
Open the **OneDrive**.



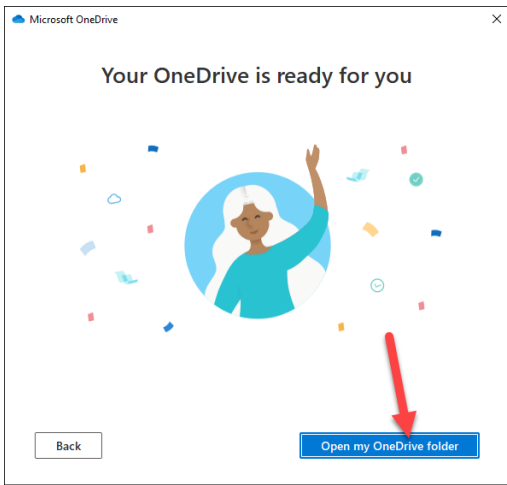
Sign in using the learner's Microsoft username and password. The username will end in @student.rcps.us.



It will give you a message that your OneDrive folder is set up. Click Next to move through the tutorial.



Continue moving through the steps until it prompts you to **Open my OneDrive folder**.



Any files the learner saves to his or her OneDrive will be backed up in the Microsoft cloud.

## SETTING UP A HOME PRINTER

Roanoke County does not provide printers for home use. However, you can use most home printers with a RCPS Laptop. Some printer setups are different, but for basic printers, follow these directions:

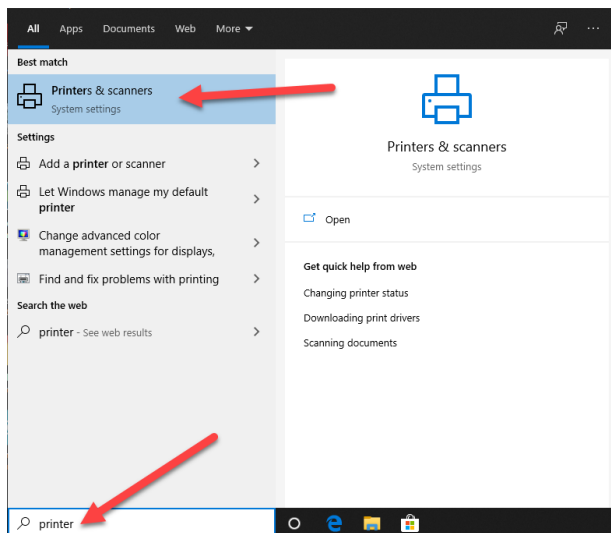
### Option 1 (USB Cord)

We highly recommend using this method because it has the fewest issues.

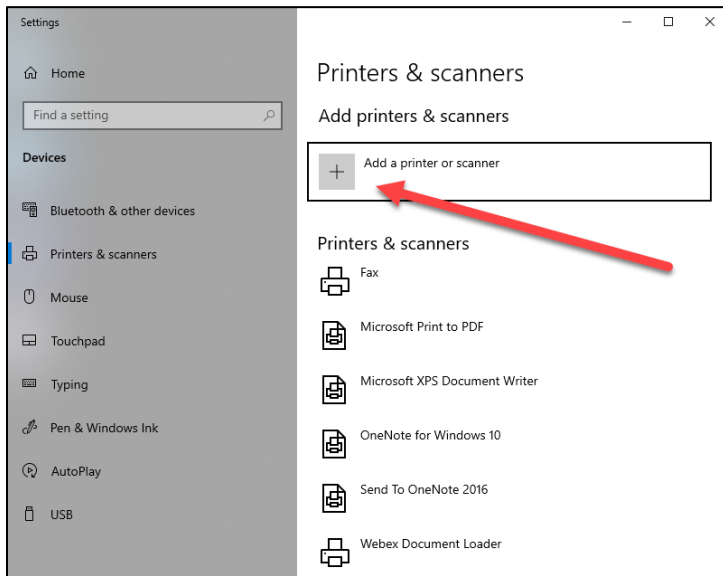
- Plug in the USB cord from the printer to the laptop
- The laptop should recognize and install the printer.

### Option 2 (Wireless Printer)

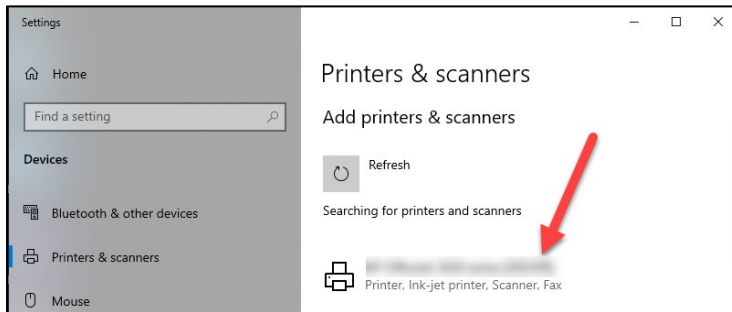
Search for Printers in the Windows Search bar



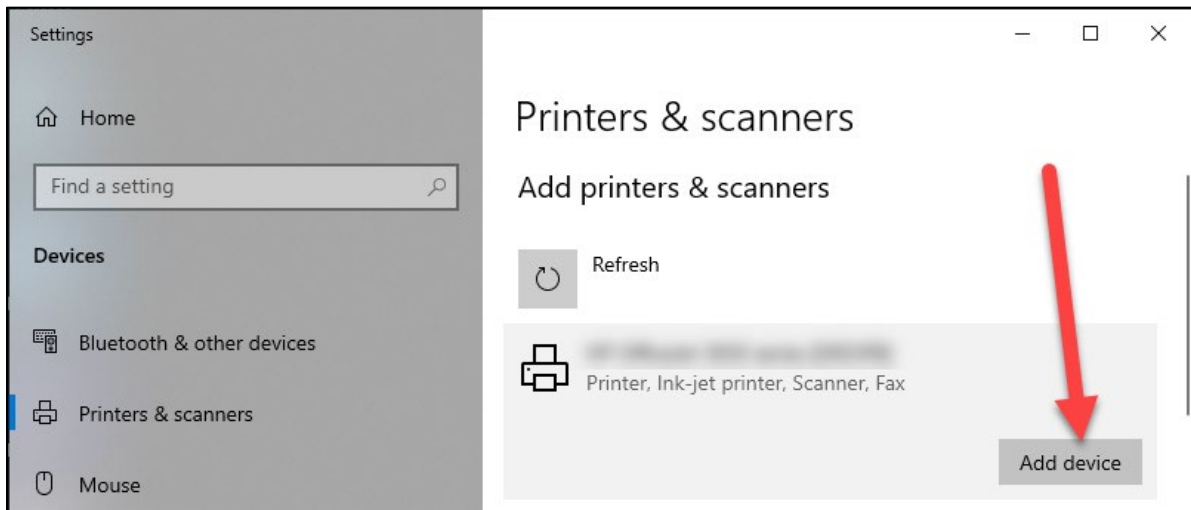
## Choose Add a Printer



## Find the printer in the list



## Click Add Device



Please refer to the documentation that came with your printer for more directions.

# COMPUTER SYSTEM ACCEPTABLE USE

## RCPS ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT (POLICY 6.42)

The Internet is an electronic medium connecting computers and users all over the world. Students and teachers use the Internet as a learning tool to gather and evaluate information from multiple sources as well as to communicate and collaborate with individuals both within and outside the classroom. In the hands of skillful teachers who plan thoughtfully, technology is leveraged to transform lessons into engaging and purposeful learning experiences.

The School Board provides a computer system, as defined below, to catalyze the acquisition of knowledge and the development of 21st century skills: collaboration, communication, critical thinking, creativity, and citizenship. Technology and digital resources are powerful tools for engaging and purposeful learning, but they are tools that must be used responsibly and ethically within the school community. All users bear the responsibility of cultivating and enforcing the principles of digital citizenship when using technology and digital resources.

The term computer system includes, but is not limited to, hardware, software, online resources, network infrastructure, data, communication lines and devices, terminals, printers, CD, DVD and other media devices, flash drives, servers, computers, the Internet, mobile devices (both personal and school owned) and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the Division's computer system must be (1) in support of education or research and be consistent with the educational objectives of the Division, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communications or materials generated using the district network, including email, instant or text messages, social media posts, social networking, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

1. a prohibition against use by Division employees and students of the Division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the Division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
  - A. child pornography as set out in Va. Code 18.2-374.1:1 or as defined in 18 U.S.C. 2256;
  - B. obscenity as defined by Va. Code 18.2-372 or 18 U.S.C. 1460; and
  - C. material that the School Division deems to be harmful to juveniles as defined in Va. Code 18.2-390, material that is harmful to minors as defined in 47 U.S.C. 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about digital citizenship, including interacting with students and other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by users, including "hacking" and other unlawful online activities;
7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and

9. a component on Internet safety for students that is integrated in the Division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

Each user of the division's computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement, before using the Division's computer system. The failure of any user to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

### Terms and Conditions

A. **Acceptable Use.** Access to the Division's computer system shall be:

1. for the purposes of education or research and be consistent with the educational objectives of the Division or
2. for legitimate school business.

Even though the purpose of using the computer system may be acceptable, such use may not occur in a manner that otherwise is in violation of School Board policy or administrative regulations.

B. **Privilege.** The use of the Division's computer system is a privilege, not a right.

C. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

1. using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state or local law;
2. sending, receiving, viewing or downloading illegal material via the computer system;
3. unauthorized downloading of software or files;
4. using the computer system for private financial or commercial gain;
5. wastefully using resources, such as file space;
6. gaining unauthorized access to resources or entities;
7. posting material created by another without his or her consent;
8. submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material;
9. using the computer system while access privileges are suspended or revoked;
10. vandalizing the computer system, including destroying data by creating or spreading viruses or by other means;
11. intimidating, harassing, bullying, exploiting or coercing others;
12. threatening illegal or immoral acts;
13. capturing the image of someone else without his or her permission;
14. using mobile devices in restrooms or locker rooms;
15. using or impersonating the username and password of another user;
16. forging, intercepting, or interfering with email messages;
17. using the computer system to disrupt the learning or safety of others;
18. reading, modifying, or deleting data owned by others without their permission;
19. attempting to circumvent or interfere with administrative passwords and security measures or otherwise hacking into the computer system.

D. **Digital Citizenship.** Each user must abide by norms of digital citizenship including the following:

1. Users will be polite in all interactions.
2. Users will keep their username and password protected and will not share this information with others.



3. Users will always use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
  4. Users will not post personal information other than directory information as defined in Policy 7.09 (Student Records) about themselves or others.
  5. Users will respect the computer system's resource limitations by not downloading or streaming content that may interfere with other users' access to the network.
  6. Users will utilize the computer systems with proper procedures that ensure no harm to others or themselves.
- E. Mobile Devices Owned by the School Division.** The following specific regulations apply to mobile devices (portable devices including laptops) assigned to students for use both in and out of school. These regulations supplement those set forth in the Acceptable Use Policy (AUP) of the School Division's computer system:
1. All provisions of the Roanoke County Public Schools (RCPS) Acceptable Use Policy must be observed by students using mobile devices both in and outside of school.
  2. ONLY authorized educational programs installed by RCPS staff may be used on RCPS Roanoke County mobile devices assigned to students.
  3. Students will not download, install or play games, music or video unless directly related to classroom instruction.
  4. Personal messaging is prohibited in school unless under the direct supervision of a teacher and for a classroom instructional purposes.
  5. Students will not attempt to download, install, or use any that is not preinstalled on the mobile device.
  6. Students must observe all rules for downloading and uploading of files when on the school network.
  7. Students must handle and transport mobile computers responsibly; Mobile device must be in protective case while being transported.
  8. Any damage determined by RCPS staff to be intentional will be charged to the student (parts and labor up to the full replacement value of the computer).
  9. Students will not add or remove labels; no marker, paint, glue, stickers or other substance is to be placed on the computer.
  10. Students are responsible for keeping devices safe and secure. The student assumes the risk of loss, theft, destruction, or damage and is responsible for repair or replacement cost. Students must report loss or damage immediately.
  11. District provided email and cloud storage will be available to students and must be used for instructional purposes.
- F. Use of Personal Mobile Devices.** Regulations regarding the use of personal mobile devices apply to use of such devices on school property or at school-sponsored activities.
1. As part of its Bring Your Own Device (BYOD) program, Roanoke County Public Schools allows students and staff to use privately-owned mobile electronic devices for educational or other school-related purposes.
  2. All provisions of the RCPS AUP must be observed by students or staff using personal mobile devices while on school property or while participating in a school-sponsored activity.
  3. The use of personal mobile devices is a privilege; not a right.
  4. Personal mobile devices are brought to school at the student's and parents' own risk. RCPS is not responsible for loss, theft, damage, or other associated cost of any personal mobile device and students are responsible for securing their device at all times.
  5. RCPS staff is not allowed to store, support, repair, or troubleshoot personal mobile devices.
  6. Students may use personal mobile devices only for learning activities under the direct supervision of a teacher. All other use is prohibited (See Policy 8.01.04 for other exceptions.)
  7. No personal mobile device may be connected to the RCPS network via a cable. Staff network access is only provided via Wi-Fi access.
  8. Wireless ad-hoc or peer-to-peer networking is prohibited.
  9. Voice, video, or image capture applications may only be used with teacher or administrator permission.
  10. Personal mobile devices must be kept in silent mode unless being used with teacher permission for a learning activity.

11. The School Division reserves the right to inspect personal mobile devices and their content if reasonable suspicion exists that School Division policies or local, state, or federal laws have been violated.

- G. Liability.** The school board makes no warranties for the computer system it provides. The school board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the school board for any losses, costs or damages incurred by the school board relating to or arising out of any violation of these procedures.
- H. Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
- I. Vandalism.** Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
- J. Charges.** The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
- K. Email.** The School Division's email system is owned and controlled by the School Division. The School Division may provide email to aid students and staff in fulfilling their duties and as an education tool. Email is not private. If students are given access to any type of email or communication system administered by Roanoke County Public Schools, such communications may be monitored. The email of staff may be monitored and accessed by the school division. All email may be archived. Unauthorized access to an email account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
- L. Enforcement.** Software will be installed on the Division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

### Guidelines for Internet Safety

To insure safety for all users of the Roanoke County Public Schools (RCPS) network, a comprehensive program of Internet Safety and Digital Citizenship is a critical element of the division's *Acceptable Use Policy*. CIPA compliant filtering systems are in place to minimize exposure to illegal or inappropriate information while on the Internet. Guidelines intended to ensure the safety of all are included in the policies for students and staff.

The following specific procedures exist to protect both employees and students utilizing the RCPS network:

1. All students and their parents are required to read and sign the AUP annually.
2. All staff members sign the AUP upon initial employment and when revisions are made to the AUP.
3. Parent meetings are held regularly to educate and inform parents of potential dangers both in and out of school. Written materials for parents are available via the RCPS web site. Potential dangers of which parents should be aware will be posted on the RCPS web site and in school newsletters.
4. A comprehensive program of Internet Safety and Digital Citizenship is in place in grades K-12 and will be reviewed annually. This program will be integrated into all curricular areas and updated as needed to provide adequate and timely instruction in all aspects of Internet Safety and Digital Citizenship. The program delineates the roles and responsibilities of all stakeholders.
5. A program of staff development will include annual review of these policies and curriculum by all professional staff as well as periodic updates via school-based meetings, web-based communications, and e-mail news regarding potential dangers or issues that should be addressed.
6. The RCPS Technology Advisory Committee will annually review this policy and provide input regarding needed revisions. This committee will include representation from parents, students, teachers, administrators, school counselors, business partners, School Board, and representatives from the local criminal justice system.

## STUDENT LAPTOP LOAN AGREEMENT

To support our C-Change Strategic Framework, RCPS provides laptops for instructional use. Guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all RCPS regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. Any electronic device assigned by the school is Roanoke County Public Schools (RCPS) property and should be returned IMMEDIATELY before withdrawing from school. Failing to do so could result in an invoice for the full cost of the device per up-to-date quote from supplier.
3. If the student is in the check-in/check-out program, the student agrees to return laptop to RCPS staff at the end of their school day.
4. Upon request, the student agrees to deliver the computer to RCPS staff for technical inspection or to verify inventory or other information; this may include random screening.
5. ONLY authorized programs installed by RCPS staff may be used on this computer, additionally students should not attempt to download or install software that is not authorized by RCPS. (In accordance to the acceptable computer system use agreement policy 6.42 Section E, Part 2 and Part 8)
6. Students should not download, stream, install or play GAMES, MUSIC, VIDEOS or PICTURES unless specifically authorized by a teacher. (In accordance to the acceptable computer system use agreement policy 6.42 Section E, Part 3)
7. Personal messaging is prohibited in school unless for instructional purposes.(In accordance to the acceptable computer system use agreement policy 6.42 Section E, Part 4)
8. Students should not attempt to bypass any form of security built into the system by Roanoke County Public Schools or attempt to access networks not specifically authorized for student use.
9. District provided email and cloud storage will be available to students and must be used appropriately. (In accordance to the acceptable computer system use agreement policy 6.42 Section Y, Part Z)
10. Students will not remove RCPS labels or tags nor will they alter the laptop's appearance. No substance is to be placed on the computer. (In accordance to the acceptable computer system use agreement policy 6.42 Section E, Part 10)
11. Students must handle and transport the laptop in a responsible manner; the laptop MUST be in protective casing when being transported. Failure to protect the computer by using a sleeve or protective casing will be considered intentional damage. (In accordance to the acceptable computer system use agreement policy 6.42 Section E, Part 11)
12. Accidental, non-negligent damage will be repaired at no charge. Intentional damage will result in charges to the student for the total cost of repairs or the replacement cost of the laptop. (In accordance to the acceptable computer system use agreement policy 6.42 Section E, Part 9)
13. Students must report loss or damage to their laptop, charger or case immediately.(In accordance to the acceptable computer system use agreement policy 6.42 Section Y, Part Z)

I have watched the RCPS laptop orientation video at <https://youtu.be/Agpza1y6QGI> I have read and agree to comply with these guidelines. I have read and agree to abide by all RCPS policies and regulations for the use of equipment including the Acceptable Computer System use agreement (policy 6.42), as well as the Student Conduct Code. I understand that the School Division may access, monitor and archive my use of the computer system, including my use of the Internet, email and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment delineated below while assigned to me.

**ADDITIONAL TERMS OF AGREEMENT:** RCPS grants permission to the student to have limited use of the laptop described in this agreement. The student is responsible at all times for the care and appropriate use of this laptop. The laptop remains the property of RCPS and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of RCPS.

**Print Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Kajeet SmartSpot® V400

## Quick Start Guide



**POWER BUTTON:** Powers the Kajeet SmartSpot on and off and wakes the device from sleep. This button is also used as the 'OK' button when browsing through the menu.

**MENU BUTTON:** Used to pull up the menu and switch between menu options.

**SMARTSPOT CHARGING PORT:** The AC charger supplied with your SmartSpot connects here.

**STATUS DISPLAY:** Provides connection and battery status, network signal, and Wi-Fi network information.

The Kajeet SmartSpot® is a portable Wi-Fi hotspot that extends the school day by providing the fastest, filtered broadband access anywhere.



[www.kajeet.com](http://www.kajeet.com)

SMARTSPOT\_V400\_200508

## Accessing

### Your Kajeet SmartSpot Wi-Fi Name and Password

1. Power on the device by holding the power button until you see 'WELCOME' on the screen.
2. When on the home screen, press the menu button to bring up the device menu.
3. Press the menu button once more to get to "2.4 GHz WIFI INFO". Press power button to select.
4. Note the Wi-Fi network name next to the Wi-Fi symbol (ex. Kajeet SmartSpot #####).
5. On the back of the device, note the Wi-Fi password on the sticker.

**IF STICKER IS MISSING FROM DEVICE:** Your default Wi-Fi password is made up of the word "smartspot" and the last 4 digits of the device's serial number (IMEI). For example, if the IMEI of your device is 356640011224567, then your Wi-Fi password is: **smartspot4567**

## Connecting

### To Your Kajeet SmartSpot

1. Make sure the Kajeet SmartSpot is powered on. If the device has gone to sleep, press the power button once to wake it up.
2. On your computer, tablet, mobile phone, or other Wi-Fi enabled device, select the Kajeet SmartSpot Wi-Fi network name (ex. Kajeet SmartSpot #####) from the list of available Wi-Fi networks on your device.
3. When prompted for password, enter the Wi-Fi password from step 5 under "Accessing Your Kajeet SmartSpot Wi-Fi Name and Password" (ex. smartspot#####).
4. You should now be connected to the internet

To view your device's status and data usage, visit [kajeet.com/status](http://kajeet.com/status). For support with your device please contact your school or district technology department.

## Guide for Students & Parents

### WHAT DOES THE SMARTSPOT® DO?

The Kajeet SmartSpot is a portable Wi-Fi hotspot device that provides your child with safe, education-only Internet access wherever there is cellular coverage.

Your child will be able to access the Internet outside the classroom to complete homework, read online materials, collaborate with classmates, or connect with teachers. Your child will not be able to access any entertainment, adult, or inappropriate content.

### HOW ARE THE SMARTSPOTS FILTERED?

The devices are filtered with Kajeet Education Broadband™. These cloud-based filters provide your child with safe, education-only Internet access.

### WHAT INFORMATION CAN THE SCHOOL TRACK ON THIS DEVICE?

The SmartSpot devices are provided by your school for your children to access the Internet for **educational purposes only**. No private information (such as student name, login information, account numbers, etc.) is collected or retained, however the school will have the capability to track device usage trends such as what sites are visited and data usage.



### WHY CAN'T I GET TO CERTAIN WEBSITES?

Kajeet filters out non-educational sites. Your school district may also be filtering out social and streaming media to keep students focused on school work. Kajeet Education Broadband adds another level of security with filtering policies that block harmful content such as websites containing malware, viruses, proxies, and phishing.

### WHAT IF MY SMARTSPOT DOESN'T WORK? WHO SHOULD I CONTACT?

If your SmartSpot is not working properly, please contact your teacher or school technology advisor.

### STUDENT INTERNET SAFETY TIPS

- 1 Never respond to harassing or rude texts, messages, and e-mails.
- 2 Never give out your password to anyone other than your parent or guardian.
- 3 If you wouldn't say something to another person's face, don't post it online!
- 4 Think before posting your photos. DO NOT post or send semi-nude or nude pictures of yourself or anyone else!
- 5 Never post your personal information such as cell phone number, address, or the name of your school online.
- 6 Be aware that information you give out through any website could put you at risk of bullying or other types of victimization.
- 7 Never agree to meet in person with anyone you first "met" online.
- 8 Be aware that posting information about your friends puts them at risk.

**CONTACT AN EDUCATION BROADBAND SPECIALIST TODAY.**

Email: [sales@kajeet.net](mailto:sales@kajeet.net) Call: 240-482-3500 [www.kajeet.com](http://www.kajeet.com)

Copyright 2017, Kajeet, Inc. All rights Reserved.



## Loaner Device Agreement

### Roanoke County Public Schools LOANER DEVICE AGREEMENT

As a guardian or student I agree to the following statements related to a loaned device for educational use at home.

I have already agreed to follow the Roanoke County Public Schools Acceptable Use Policy.

1. I understand the device(s) is/are the property of Roanoke County Public Schools and the district retains all rights to the hardware and software.
2. I understand I am completely responsible for the devices while checked out.
3. I agree to follow all Roanoke County Public Schools regulations and policies governing the use of the device as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
4. I agree not to remove or alter any Roanoke County Public Schools identification labels attached to or displayed on the device(s), or to change identification within the device(s).
5. I agree to keep the device and district information safe and secure. (i.e. Don't leave the device(s) in open view in your locked car, in areas of extreme temperature or humidity.)
6. I agree to report theft, loss, or damage to the device to the school library or school office immediately and to the police in the case of theft.
7. I agree to deliver the device promptly to designated location for technical inspection, to verify inventory, or for other reasons when requested.
8. I agree to return the equipment at the end of the loan period to the assigned location or when my family moves out of the district.
9. I agree all repair work will be completed by the district.
10. I agree the only support the district will provide are instructions on any required setup.
11. I agree the district cannot guarantee wireless coverage.
12. I agree excessive use of the Internet, use beyond instructional purposes, or repair beyond normal wear may reduce or eliminate my access to a loaner device.
13. I understand I am responsible for monitoring and guiding my child(ren)'s activity at home.

I have read and understand all terms of the agreement.

I have discussed the agreement with my child(ren) and will support the school in guiding my child(ren) in using the device at home as an educational tool.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RCPS Asset Number

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

\_\_\_\_\_  
Date