



# 1-2-1 Union

Uniting Technology and Education

1 to 1 Education Grades 6-12



# Purpose

The purpose of one to one computing in Union is to provide access to technology resources in a consistent manner to enrich the Instructional Experience.



# Purpose – Cont.

- Enable the possibility of instant responsible research.
- Enables to possibility of Digital Textbooks in the near future.
- All students have the same device which will promote consistency in the Digital Instruction.
- Will add to the possibilities of additional and new instructional activities in class and off-campus.
- Please remember that use of a District issued device is a privilege.



# Additional Documents

- Each parent/guardian will be asked to sign a Insurance Acceptance/Denial Letter.
- Each student and parent/guardian will also be asked to sign and accept UCSD Acceptable Use Policy. This would have been done during registration. If not please let us know and we will get you a form to sign.
- Each parent/guardian will also be given a User Agreement for Device Usage. This document will further detail the information provided in the Insurance Acceptance and Denial Letters.



Login assistance can be found on the UCHS Website:

# UNION COUNTY HIGH SCHOOL



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HOME NEWS CALENDAR DEPARTMENTS **FOR STUDENTS** FOR PARENTS FOR STAFF ABOUT US CATE UCHS ATHLETICS

Union County High School / For Students / Student Computer Access

## Student Computer Access

Below are the student directions to access laptops for the first time and Microsoft 365 accounts, including Teams.

1. Open an internet browser.
2. Use this link: <https://www.microsoft.com/en-us/microsoft-365/default.aspx>
3. Click sign in in the top right corner.
4. Type in username: first 3 letters of your first name, first 3 letters your of last name, and last four digits of your PowerSchool ID and the rest of our email.  
◦For example: [kenell1234@union.k12.sc.us](mailto:kenell1234@union.k12.sc.us).
5. Type in password: student birthday with the full months, days, and year with a 0 in front of single digit numbers.  
◦For example: 12051984.



# Care of the Device

- Please do not leave the Device outside or in Extreme heat.
- To clean the screen or other parts of the device use a soft moist towel. Never spray any liquid directly onto the device. Always spray cleaner on the towel and then apply the towel to the device.
- Never use rough towels to clean the device.
- Carry the Device with both hands and by the keyboard never by the screen.



# Care of the Device Cont.

- Make sure that the Device is charged each night.
- If the Device is stored in a bookbag please make sure you do not drop the bag. Also make sure that your bag is not overly packed when carrying.
- Please use only Alcohol based cleaners, window cleaner would work the best. Do not use any type of soap that may cause suds or a residue.





# Prohibited Actions

- Do not use the device around water such as pools, bathtubs etc.
- Do not in any way deface the Device, such as adding stickers or removing District stickers.
- Do not attempt to remove identification information from the device.
- Do not leave the Device in an area that is unsecure such as a vehicle.
- Please do not eat or drink around the Devices.
- Do not remove the Device from the Case.
- Do not visit sites that are not allowed by the District Acceptable Use Policy.
- Do not install software unless instructed to by the school.





# Insurance - \$25

- Insurance is strongly encouraged and if chosen has the following benefits:
  - \$0 Deductible
  - Unlimited Incidents
  - Includes Accidental Damage (crack screen, missing keys etc)
  - Includes Liquid Submersion
  - Includes Theft with a Police Report
  - Includes all Natural Disasters (Including Lightning)
  - Does not include coverage for Negligent Damage.
  - 1 Year Policy Starting August and ends in June.
  - We will collect insurance payments at \$25 until Oct 1, on Oct 2 they will increase to \$50. On Jan 1 insurance will increase to \$100 and we will not accept any insurance payments after March 15.



# Declining Insurance

- If you choose to decline the insurance please refer to the following fee schedule for charged repairs.
  - Broken Screen - \$100
  - Broken Keyboard or Keys - \$75
  - Power Adapter Issues - \$35
  - Re-imaging Due to violation of AUP - \$15
  - All other issues that would cause the device to be deemed non-repairable - \$250.



# End of the Year/Leaving the District Procedures

- Each year the students will have to check the Devices back in either before Summer or if they are moving outside of District.
- If the devices are found to have issues:
  - If insurance was purchased, no fee will be assessed.
  - If insurance was declined, the appropriate fee will be assessed and collected at registration the next year. Letters will be sent out over the summer of issues with the devices.
- As with all other fees, students will not be able to complete registration until fees are paid or arrangements with the location have been made.



# Accident vs Negligence

- Any accidental damage is fully covered by Insurance.
- Negligence would be defined as damages that are caused due to not properly following the guidelines. Based on the damage, disciplinary action may be required.
- Any damages due to negligence, such as spilling a soft drink into the keyboard, would be charged based on UCSD fee schedule that would be for work performed and item that needed to be replaced.



# Lost/Stolen

- Please report any Lost/Stolen devices to the school immediately.
- If lost, Parent/Guardians will be held financially responsible for the full cost of the lost equipment.
- If stolen, report it to the police immediately. If you have insurance as long as a valid police report is provided to the school no fees will be charged, if insurance is denied the parent/guardian will be fully responsible for the replacement.



# What we need you to do...

- Make sure the devices are charged everyday.
- Follow the instructions for care of the devices.
- Make sure the device when used at home is used responsibly and that you are actively involved in what is going on.
- Please only let those assigned the device use the device.
- Keep the school informed of potential issues with the device or the students device usage.
- Sign and follow all of the forms such as the Acceptable Use Policy.
- Remind the student that the device is property of UCSD and to return the device during the summer, withdrawal or graduation.



# Device Issues

- UCSD will maintain a certain spare pool of devices when issues do occur.
- A replacement device will be checked out to the student.
- Once checked out all responsibility will transfer to the checked out device, that also applies to insurance.





# Mobile Internet - Limited



- UCSD will have a certain number of Mobile Hotspots to provide internet access to those families that do not currently have that access.
- These devices will be checked out and returned within 1 week. If available they can be checked back out. If they are not returned in 1 week a fee of \$1/day will be applied to the student.
- The internet access is filtered just like it is onsite.
- Each device will be provided with a cable and power. Access is given via wireless connection.
- If lost or stolen a charge of \$100 (replacement charge – actual value \$199) will be billed to the parent/guardian.



# Frequently Asked Questions

- How can I monitor what my child is doing on the Device?
  - Each device goes through the same filter that is utilized onsite. There is no replacement for visual monitoring of your students internet.
- If I purchase a device for my student, can they use that one instead?
  - We ask that the student only uses the UCSD issued device at school. At home they are free to use whatever device they choose as long as the assignments are submitted in the correct manner. UCSD cannot and will not be responsible for devices that are not owned by UCSD.



# Graduation Advantage (Grades 9-10)

- UCSD is also offering the Graduation Advantage program to qualify you have to adhere to the following qualifications:
  - No chronic discipline or absence issues.
  - Insurance is Purchased each year for 4 years.
  - Minimum of 3 years participation in the 1 to 1 program at UCSD.
  - Meets all graduation requirements.
  - Maximum of 1 repair incidents per year or 4 incidents over 4 years.
  - Minimum Cumulative SC GPA of 2.0 upon graduation.



# Graduation Advantage

- If all qualifications are met the student can purchase their device for \$100 (this is for a Home Version of the current Microsoft Operating System).
- Please allow 2-3 weeks after graduation for UCSD to remove their software and install the home-based operating system.



# 1 Last Thing

- When you take your laptop home and get on the internet it may ask you for a username and password when you hop onto the web. This login information at the current time is:
  - Username: students
  - Password: please get this from your school



# Office 365

- Google Chrome suggested.
- Please check your email and Teams for important information.
- Usernames will be given out when you get your laptops if you do not remember.
- Username: First three letters of First Name, First Three Letters of Last name and last 4 digits of Powerschool ID which should also be on your ID.
- Password is birth date in mmddyyyy format.

