



Kirby High School

Quick Tips for Handling SCS-Issued Laptops

- Ensure safe transport of the laptop to and from school.
- Carry your laptop in your backpack at all times.
- The laptop should ONLY be taken out at school or at home.
- Do not throw the laptop or your backpack containing the laptop.
- Do not leave the laptop or backpack lying around unattended.
- Use the laptop only for school assignments and schoolwork. Refrain from accessing Internet sites not related to classroom assignments.
- Recharge the laptop each night. Power supplies are provided with the laptop.
- Bring the laptop with you to school every day, fully charged.
- Do not load any software on the laptop when away from school.
- Do not loan, sell, or trade the laptop. It contains an internal tracking device and will be tracked by the police.
- Report immediately a lost, stolen, or damaged laptop to the school. Timing is critical to the possible retrieval of the laptop.
- Return the laptop to the school at the end of the transition period OR if the student leaves to go to another school, including a school within Shelby County Schools.

Student Internet Safety

- Don't post any personal information online – like your address, email address or mobile number.
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it; it's not just yours anymore.
- Keep your privacy settings as high as possible.
- Never give out your passwords.
- Don't befriend people you don't know.
- Don't use the school issued laptop for social media.
- Think carefully about what you say before you post something online.
- Respect other people's views, even if you don't agree with someone else's views, doesn't justify the need to be rude.
- If you see something online that makes you feel uncomfortable, unsafe or worried, leave the website, turn off your computer, and tell a trusted adult (principal or teacher) immediately.
- Treat others with respect in online spaces and never cyber-bully.
- Do not steal or damage others' work, identity, or property.
- Uphold basic human rights in all digital forums.
- Protect personal information from outside forces that might cause harm.



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Frequently Asked Questions

How do I get a laptop issued to me?

The student's legal parent/guardian MUST sign the use agreement and receive/read all information related to laptop handling, safe Internet use, and FAQs.

Should laptops be brought to school daily?

Yes, the student should bring the laptop to school each day, fully charged.

How will the school/district assist with technical and/or connectivity issues?

Any technical issues will be handled at the school during the school day. In the event a technical issue occurs at home, if possible, the student should complete the assignment via paper and/or contact the school on the next day regarding the technical issue.

How do I notify the school/district of a lost, stolen, or damaged laptop?

Report the incident to the school immediately. Timing is critical to the possible recovery and repair/replacement of the device.

Are additional applications allowed to be installed on the laptop?

The laptop is to be used only for school assignments and schoolwork. Refrain from accessing Internet sites not related to classroom assignments. No additional software or applications should be installed on the laptop. Doing so may render the device inoperable for classroom instruction.

Are there filters on the laptop, which restrict access to social media and other inappropriate sites?

When students are connected to the district's network or home Internet, they will be blocked through our proxy/content filtering appliances.

How is data stored and backed up on the laptop?

Students should continually save their work in OneDrive. The shortcut to Office 365 is on each student laptop's desktop. Students should log into their OneDrive account with the following credentials:

Student work will also be saved in the Learning Management System (Canvas).

How do I access virtual courses?

Students will log into the computer with the following credentials:

Login: Student ID

Password: mmddyyyy (Student's birthday)

Open the Canvas LMS by clicking the icon named "Blended Learning".

Login: Student ID

Password: Password1 (case sensitive and password cannot be changed)

****STUDENTS MUST LOGIN ON BOTH THURSDAY AND FRIDAY TO RECEIVE CREDIT FOR THE DAY.****

How do I obtain support and assistance?

SCS will provide assistance with login issues and access to virtual courses when connected via the Districts network. **Parents and students may call 901-416-8378 for assistance.**

Hours of availability are:

- September 13 – 14: 7:15 am – 8:00 p.m.
- September 17 – 28: 7:15 am – 6:00 p.m.
- October 1 – December 21: 7:15 am – 5:00 p.m. (Availability subject to change based on call volume.)

If the student is having issues with accessing and completing homework assignments, the student should contact the school on the next day.

The District is unable to assist with connectivity issues related to home Internet access. Troubleshooting for login and access issues encountered at home can be provided by having the student ask for technical assistance at the school on the following day the issue is experienced at home.

If the laptop gets damaged, what is the process and how long will it take for a replacement to be issued?

The student should report and deliver the damaged laptop to the teacher. The teacher will then move forward with the internal process to replace the damaged laptop. It will take 3-10 business days for a replacement device to be issued to the student.