

2020-2021 ACS Remote Learning Device Agreement & Instructions

- By accepting this device, I agree to the following terms and understand that I am, along with my student, completely responsible for its use. I also agree to pay for any loss, replacement, parts, or repairs that may occur while the device is in my possession.
 - a. Athens City Schools wishes to provide technology devices to remote students in grades K-12 **if no other device is available currently at home.** (Please help us to have enough devices for those who need them. If a computer, laptop, or iPad is already available at home, please do not take an ACS device until the new devices arrive. This allows those without access to be served.)
 - b. Devices given beginning on August 16, 2020 due to the delay receiving new ACS devices will not require a usage fee.
 - c. Any damage to the device or loss of device will be the financial responsibility of the parent.
 - Total device replacement cost for
 - iPads= \$150.00
 - MacBooks= determined by assessed damage. Repairs and charger replacements costs can range from \$30-\$500.
 - d. By taking this device, you are agreeing to the terms in the ACS PowerUp handbook found on the school website.
 - e. All students are held to the Device Usage agreement and Acceptable Use Policy as found in the Athens City Schools [Student Handbook](#) on the district website.
 - f. Due to the limited number of parts and devices available, repair work or replacement may be delayed during this time. Please take care when using the device and put it in a safe place when not in use.
 - g. Devices should be returned if a student withdraws or moves, please contact Marissa Durisseau at marissa.durisseau@acs-k12.org or leave a message at 256-233-6600 extension 1130 to make arrangements and receive instructions on returning devices.
 - h. ACS Technology Dept will collect these temporary devices as soon as the new devices are available and will set a time to deploy devices to all remote students. If it is determined that damage has occurred to the temporary device, parents/guardians will be billed for damages.
 - i. Parents and students acquire the device they agree to the terms listed on the school website and pushed to every computer and IPAD under the Power Up User agreement found at <https://www.acs-k12.org/Page/483>.
- Households may wish to take advantage of current free offers from internet providers or the districts WiFi on the Go program. ACS accepts no responsibility for payment, lack of content filter or obligations of these services. (WiFi on the Go!: <https://www.acs-k12.org/Page/2029>)
- If you do not have access to wifi, you may rent a mobile hotspot from Athens City Schools for \$20 per month.
- Parents and students are also encouraged if needed to use School WIFI Access Points (APs) in the following Parking Lots:
 - a. **AES**- Clinton Street - Front parking lot. The AP is hung on the west face of the South building.
 - b. **AIS**- AP on North side of building facing Washington Street
 - c. **AMS**- AP. North West end of building, baseball - facing stadium, football press box facing field
 - d. **BES**- AP West side facing upper parking lot
 - e. **CES**- AP by the front door facing North
 - f. **JNES**- AP by the front door facing West.
 - g. **AHS**- AP by South side of Building, West in front of Freshman Center, North in student parkingNote: Currently there are no APs at **ARS** campuses

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Instructions for MACBOOK Set-Up

1. Use the sanitizing wipes to **CLEAN** the device, keyboard, and screen
2. **POWER-ON** the MacBook
3. Choose the **UNITED STATES** as your location
4. **Select your home network (wifi)**, entering your password if needed
5. The Remote Management screen will appear, choose **CONTINUE**
6. Then you will be prompted to a welcome screen where you will login with your ACS Email address:
“[firstnamelastname@eagles.acs-k12.org](mailto:firstname.lastname@eagles.acs-k12.org)”
 - a. ACS Student Emails are “[firstnamelastname@eagles.acs-k12.org](mailto:firstname.lastname@eagles.acs-k12.org)”
 - b. If a student has two last names it is the first last name only in the email address.
 - c. If you do not know your email address you may call your school Monday morning and the front office can give it to you.
7. If Access Manager appears, it will prompt you to **ENTER A USERNAME** (student first name and last name with a space between)
8. **ENTER PASSWORD** (Use your Google password/computer logon)
9. Next, you will see a Google login screen with the following message: "Mosyle Manager wants access to your Google account" **PLEASE ALLOW**
10. Enter the **ASSET TAG #** *from the back of the device*. This will be a number similar to this: ACS0000001
11. **CREATE A COMPUTER ACCOUNT:**
 - a. Enter Full Name - First and Last Name
 - b. Password - Enter your Google Password
 - c. Then enter Password again in "Verify"
 - d. Do not put anything in the "HINT" line
12. **ENABLE** Location Services then hit continue
13. Your Mac is now set-up and ready to use

Instructions for iPad Set-Up

1. You will need to **REMOVE** the IPAD from the case **BRIEFLY PRIOR** to set up as you will need to write the ASSET TAG number down from the back. Then return the IPAD to the Case.
2. **POWER-ON** the iPad
3. Choose the **LANGUAGE - ENGLISH**
4. Choose **United States** as the location
5. Choose your **WIFI NETWORK** and configure with your password
6. Remote Management Will Automatically Configure your IPAD - **Choose NEXT top right hand corner**
7. You will then **SIGN IN** with your Student Email Address - which is Activation Code
 - a. ACS Student Emails are “[firstnamelastname@eagles.acs-k12.org](mailto:firstname.lastname@eagles.acs-k12.org)”
 - b. If a student has two last names it is the first last name only in the email address.
 - c. If you do not know your email address you may call your school Monday morning and the front office can give it to you.
8. Enter the **Athens City Schools Asset Tag** from the back of the device - “ACS0000000”
9. **ENABLE LOCATION SERVICES**
10. Your IPAD is now set up and APPS will start loading.

*****IF YOU HAVE ANY CONCERNS REGARDING TECHNICAL ISSUES COMPLETE THE GOOGLE FORM AT <https://bit.ly/acsremotehelpticket> AND SOMEONE WILL RESPOND *****

*****IF YOU NEED PASSWORD OR EMAIL HELP PLEASE CONTACT YOUR LOCAL SCHOOL FRONT OFFICE OR TEACHER AND THEY CAN GIVE YOU THAT INFORMATION.*****