

1:1 PROGRAM

STUDENT/PARENT HANDBOOK

2021-22



YCSD 1:1 Student / Parent Handbook

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Network Services/Internet Acceptable Use Policy (AUP)

YCSD provides access to an extensive array of network services, web-based services and applications to staff and students. These network and internet resources support the delivery of the division's program of studies, the Virginia Standards of Learning, and also assist with and enhance innovative instruction and educational excellence. Instructional staff evaluate the validity and appropriateness of network and internet resources used in instruction.

Students and staff are provided with instruction on social and ethical issues of internet use including copyright, fair use and plagiarism, and internet safety and security. Additionally, students and staff are provided with instruction on the use of portable communication or privately-owned electronic devices in the classroom. These devices include, but are not limited to laptops, netbooks, tablets, iPads, cell phones, PDAs, e-readers and hand-held gaming devices.

Training includes:

- Internet safety and ethical use lessons throughout the school year.
- Internet safety and ethical use topics integrated into classroom instruction.
- Safe and ethical use of privately-owned or division-issued devices for instruction communicated through multiple means.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT NOTICE (COPPA)

The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collections of personal information from children under 13 years of age.

YCSD utilizes several third-party educational software applications and web-based services. In order for students to use these valuable programs and services, certain personal identifying information must be provided to the website operator. In accordance with COPPA, these websites must provide parental notification and obtain verifiable parental consent before collecting the personal identifying information from

children under the age of 13. The law permits schools to obtain this consent, eliminating the need for parents to provide consent to each individual operator. YCSD will provide various personal identifying information, including but not limited to student's first and last name, YCSD username and YCSD email address, when required by website operators.

A list of the applications and websites, along with privacy policy information, currently used by the school division can be found online at <https://yorkcountyschools.org/EdTech>.

As new applications and resources are continuously emerging, teachers may identify additional online tools deemed educationally purposeful. In the event a teacher plans to use a new resource that has not yet been adopted at the division level, the teacher will seek additional parental permission.

Under the terms and conditions stated in this AUP, all authorized users have access to:

- Productivity and instructional applications
- Virtual classroom instruction via distance learning services
- Web-based electronic research and instructional services
- Internet access to news, university and public library access to print and multimedia assets, and content-rich activities available from sites across the internet
- Electronic communication locally, regionally and globally, including but not limited to electronic discussion groups, email, video conferences and white-board communications
- Public domain multimedia files
- Video conferencing

STUDENT GUIDELINES

1. In order to access division network and web based services, every student under 18 years of age must have a parent/guardian signature on the Student/Parent Technology Usage Form and return the form to school. Students 18 years of age or older must sign the Student/Parent Technology Usage Form and return the form to the school.
2. Any parent/guardian may revoke permission for a student's access to all network services by signing

a new Student/Parent Technology Usage Form, which is available in the Student Handbook and at every YCSD school.

3. Parents/guardians may reinstate permission for student access to all computer, network and internet services at any time by signing a new Student/Parent Technology Usage Form. This form is available at all YCSD schools.

If you opt to not give your child permission to use any network services or internet services, your child will not have access to:

- Canvas Learning Management System to check assignments, post homework and participate in online learning
- Aspen student information system to check grades
- Outlook to access student email
- Office365 productivity tools, and video conferencing
- Division-purchased instructional software and associated web services

For students who do not have access to the division network and web-based services, it will be the parent/guardian's responsibility to retrieve grades, assignments and instructional materials. In addition, your student will not have access to division-issued devices or computers, nor will they be allowed to use their own device for any computer-related courses offered in their assigned school. This would include access to Virtual High School and Virtual Virginia courses from within the division.

NOTE: Division course assessments and state- and federal-mandated testing, such as the Virginia SOL testing, require the use of computers with internet access. Arrangements will be made on an individual basis for required testing.

Use of YCSD network services, web-based services, applications, and the internet is a privilege, not a right. Division users have no right of privacy nor an expectation of privacy for any activities conducted on any service provided by the division, including but not limited to email, chats, video or materials sent, posted, uploaded, received and/or stored on any division system. The network account and device access

are monitored and activity is logged both while in school and away from school on a YCSD-provided 1:1 device. All email messages and chat sessions are archived. Use of school email is for educational purposes only. Division officials reserve the right to monitor and review all user activity. Should there be any evidence of violation of this AUP, school board policy or regulations, student conduct code or any local, state or federal law, division network personnel will provide such evidence to division administrators or to law enforcement officials, as appropriate, for disciplinary action and/or criminal prosecution.

Furthermore, students have no expectation of privacy in their use of a privately-owned electronic device(s) while at school. The division reserves the right to search (**CODE OF VIRGINIA § 22.1-279.7**) a privately-owned electronic device, in accordance with applicable laws and policies, if there is reasonable suspicion that the student has violated the laws of the Commonwealth of Virginia, YCSD policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.

Teacher permission is necessary for student use of a 1:1 device, either provided by the division or privately-owned, during classroom instruction or the class period. The voice, video and image capture applications provided on any device including but not limited to 1:1 devices, privately-owned devices, BYOT devices, and school-based devices may only be used with teacher permission and for specific instructional purpose(s). NEVER record classroom activity without the express permission of the teacher.

DIVISION STAFF RESPONSIBILITIES

The division staff will:

1. Monitor and evaluate all internet safety instructions for staff and students and update as needed;
2. Evaluate annually the division's technology infrastructure and the network, to ensure internet and data security procedures are in place;

3. Remain cognizant of the latest developments in internet vulnerabilities, legal issues and capabilities related to instruction and impact on division students;
4. Provide professional development for all staff on the social and ethical issues of internet use including copyright, fair use and plagiarism, and internet safety and security;
5. Evaluate the effectiveness of the division AUP and update annually as needed;
6. Assess the need for and provide information related to internet safety and security to parents and the community via the division's website and other methods.

USER PRIVILEGES

1. Students may make use of all district technology, software and network services for **approved** instructional purposes such as research, communication and production. Projects and assignments may be posted electronically and could include personally identifiable information that may be classified as an educational record under the Family Education Rights and Privacy Act (FERPA). All reasonable efforts will be made to restrict the amount of personally identifiable information when communicating electronically over the internet. Assignments and activities conducted online may receive teacher comments, grades or evaluations; however, under no circumstances will comments, grades or evaluations be posted to the general public.
2. All students will be assigned a YCSD email account. Students under the age of 13 will only be able to send and receive email from staff and students from within the division and from any third-party educational software application or web-based service approved and used by YCSD.
3. Students may access information from outside resources via the internet that facilitates or supports learning and educational activities. Student internet use should occur in a supervised school or home environment.
4. Students may download and transfer data files necessary and approved for daily instruction over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and/or no freeware, shareware, games or other executable files are placed on network storage systems (hard drives).
5. Students may use portable communication or privately-owned electronic devices for instructional activities as directed by school staff and as set forth in this AUP and Student Handbook & Conduct Code.

USER RESPONSIBILITIES

1. Students must maintain the privacy and security of passwords and accounts. Students will not attempt to learn any other person's password including but not limited to other students, teachers, school administrators and/or other school staff, access any other person's account, or impersonate any other person on the network.
2. Students shall not operate any division technology for commercial use, personal gain or product advertisement.
3. Students shall not connect any privately-owned electronic device by cable to the school system network.
4. Student shall not knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.
5. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption or harm to the school network, internet services, or any other electronic device owned by the school, any school personnel and/or student.
6. Students will respect the property of others and will not access, modify or delete any network files, documents, applications or data files belonging to others. Vandalism, defined as a malicious attempt to harm or destroy another user's data or any network service, will result in cancellation of privileges and disciplinary action.
7. Students shall use the division-provided Wi-Fi service available in all schools and facilities of the division.
8. Students shall not use on a 1:1 device, either provided by the division or privately-owned any privately-owned 3G, 4G, 5G, or other cellular serviced hotspots or like services, on cell phones, other cellular-service-enabled devices or similar services/devices to access the internet or share internet access while on school grounds.

9. Students shall not attempt to, or use any software, utilities or other means to access internet sites or content blocked by internet filters.
 10. Students shall not establish a wireless ad-hoc network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to, using a privately-owned electronic device as a cabled or wireless hotspot.
 11. Students shall not send via an email message or any other form of electronic communications any message that may be regarded as harassment, discriminatory remarks, hate mail, a threat or threatening, obscene and/or vulgar language. Additionally, any conduct prohibited by the student conduct code, school board policy, federal or state law is strictly prohibit.
 12. Students will properly use and care for all hardware and ancillary computer and network equipment available for use at any division site or distributed for home use. Vandalism or destruction of any technology or related components will result in cancellation of privileges, disciplinary action and restitution to the school division.
 13. Students will be responsible for all material in the student's network account and agree to maintain the account free from materials that include obscene, sexually explicit, slanderous, malicious, discriminatory, or threatening language, images, files or emails and to prevent such materials from entering the network via the internet or other source.
 14. Students shall not install division-owned licensed software on any privately-owned electronic device.
 15. Students shall not install personal software on any division hardware. Users shall adhere to the Copyright Act of 1976 and the Fair Use provisions as related to education. Transmission of any material in violation of federal or state law or regulation is prohibited and will be dealt with according to criminal statutes and will result in the cancellation of privileges and disciplinary action in accordance with the student conduct code.
 16. Students are prohibited from performing or attempting to perform any actions that will increase the level of vulnerability, risk, or exposure to threats to YCSD technology resources, networks, systems or data.
 17. Any student who gains access to pornographic, undesirable or inappropriate materials, files or emails, becomes aware of a network or hardware security problem, copyright or fair use infringement or any internet safety issue shall immediately notify a classroom teacher or building administrator who will notify the Department of Information Technology or Department of Instruction for assistance.
- YCSD will take precautions to restrict access to inappropriate materials. All division teachers and staff will monitor all student activity in classrooms, labs and libraries and will pursue appropriate disciplinary actions based on the student conduct code or criminal statutes as appropriate for any violations of this AUP. Appropriate, safe and valuable use of the internet is the responsibility of students, parents and YCSD staff. Parents can assist school division staff by monitoring student internet use at home; establishing rules for online behavior at home; and reinforcing the division's internet safety instruction by encouraging discussion of the positive and negative aspects of internet use. Use of division-provided devices as part of the 1:1 program or any other school related program, that are used at home or any non-YCSD location, are subject to the expectations of this AUP.
- YCSD makes no warranties of any kind, expressed or implied, for the network services it provides or hardware/software provided to students. YCSD is not responsible for any damages students may incur, including loss of data due to delays, non-deliveries, miss-deliveries, equipment failures, property damage, service interruptions or any resulting data corruption. Due to the vast, diverse, unmanaged character of the internet, YCSD will not be responsible for the accuracy, nature or quality of information gathered from the internet. YCSD is not responsible for personal property used to access division hardware or networks or the internet or for any financial obligations resulting from internet access provided by the division. The YCSD Network Services/Internet Acceptable Use Policy complies with all local, state and

national telecommunications rules and regulations. The most current YCSD Network Services/Internet Acceptable Use Policy is available for review at <https://yorkcountyschools.org/EdTech>.

Please contact the Department of Instruction with comments or questions.

PROTECTING YOUR INFORMATION

YCSD uses physical, technical, and organizational security measures to safeguard your data from unauthorized or accidental disclosure. Despite these efforts, no information system can be 100% secure, so we cannot guarantee the absolute security of your information. Users also have a role to play in keeping their data safe. We encourage you to use a unique and hard-to-guess password for your account and to not share it with others. You should only grant full access rights to people who you know and trust, and, even then, you should be careful in granting all access rights. You should monitor your account regularly. If you believe that someone has gained access to your account without your permission, please contact your teacher, principal, IIC or YCSD Help Desk (757-527-4819) immediately so that YCSD can investigate the situation and protect your data.

Internet Safety Practical Guidelines

Internet safety refers to the best practices and precautions users should observe to ensure personal safety and the safety of networks, personal information and devices. In addition many items found in the AUP, these guidelines will help protect your student while using the internet including:

1. Safe practices online to protect personal safety
2. Safe practices online to limit security risks to private information and property
3. Safe practices online to protect personal and school division networks and information

The purpose of the rules in these guidelines are to educate users and promote safe, secure, and appropriate instructional collaboration and teamwork through the use of 1:1 devices and digital communication and productivity tools.

Take steps to protect:

- Digital privacy and security
- Digital Footprint and Reputation
- Personal and School Division Networks and Information

DIGITAL PRIVACY AND SECURITY

Things you must remember when using division-provided 1:1 devices:

1. Your use of division technology equipment and services is for instructional purposes only.
2. Your use of division-provided 1:1 devices at home or at any non-YCSD location is still subject to the expectations of the YCSD AUP.
3. You are responsible for all material in your accounts and saved in your network storage locations.

DO

1. Follow the rules of the YCSD AUP.
2. Follow these internet safety guidelines.
3. Keep passwords and account information private.
4. Reset your password immediately if you believe that it has been compromised and contact your teacher, principal, IIC or YCSD Help Desk (757-527-4819) immediately.
5. Obey copyright laws.
6. Respect the digital property of others.
7. Observe proper e-mail and digital etiquette.
8. Report theft of a 1:1 device immediately.
9. Notify a teacher or building administrator if you or any student learns by accident or intent any other student or teacher password to any system.
10. Notify a teacher or building administrator if you or any student gains access to inappropriate materials, become aware of a network or hardware security problem, copyright or fair use infringement or any internet safety issue.

DO NOT

1. Share logins or passwords with anyone except parents/ guardians or YCSD IICs and IT staff for troubleshooting purposes.
2. Insert passwords into e-mail or other communications.
3. Use the "remember password" feature of internet browsers.
4. Impersonate another user.
5. Try to learn another user's password.
6. Access another user's account.

7. Access, modify or delete any network files, documents, applications or data files belonging to others. This is vandalism.
8. Leave any portable electronic devices unattended including a 1:1 device, privately-owned device, BYOT, etc.

DIGITAL FOOTPRINT AND REPUTATION

Do

1. **Protect your reputation:** Self-reflect before you self-reveal. What is funny or edgy today could cost you tomorrow.
2. **Assume everyone is watching:** There is a huge, vast audience out there. If someone is your friend's friend, they have the potential to see everything.
3. **Choose wisely:** Not all content is appropriate.
4. **Think about what you see online:** Just because it is online does not make it true.
5. **Be smart, be safe:** Not everyone is who they say they are online.
6. **Apply the Golden Rule:** Treat others the way you want to be treated.

Do NOT

1. **Hide:** Using anonymity to cloak your actions does not turn you into a trustworthy, responsible human being.
2. **Assume content is private online:** Anything you say or do can be copied, pasted and sent to millions of people without your permission as well as logged
3. **Create, send or publish material that compromises a person's right to privacy:** Never take photos or record videos of staff or students, or publish these, without their prior knowledge and/or permission.

Avoid activities that put your digital footprint and reputation at risk such as:

1. Participating in digital activity or conduct that is prohibited by the AUP, student conduct code, school board policy or federal or state law.
2. Creating or distributing any materials or files with inappropriate content that may include, but is not limited to references to alcohol, tobacco, drugs and gangs; obscene language or nudity; bullying or harassment; discriminatory behavior.
3. Using email for jokes, chain letters, advertising, individual profit or gain or for political activity.

PERSONAL AND SCHOOL DIVISION NETWORKS AND INFORMATION

DO NOT

1. Share or use any information in a way that would harm others. This may include personally identifiable information like names, addresses, phone numbers, photographs, and financial details.
2. Perform or try to perform any actions that will risk or threaten YCSD technology resources, networks, systems or data.
3. Perform acts that cause disruption or harm to the school network, internet services, or any other electronic device owned by the school, any school personnel and/or student.
4. Use any computer or device to illegally collect any electronic data or disrupt networking services.
5. Upload or download UNAUTHORIZED files not approved for instructional use by a teacher. (Includes, but not limited to, software, apps, audio and video files).

DIGITAL CITIZENSHIP

Students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself** - Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
- **Protect Yourself** - Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others (exceptions: school IT or teacher staff helping troubleshoot issues may need the student credentials. Passwords will be reset afterwards by the student).
- **Respect Others** - Show respect to others. Do not use technology to antagonize, bully, harass, or stalk people.

- **Protect Others** - Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
- **Respect Intellectual Property** - Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- **Protect Intellectual Property** - Do not use pirated software or distribute music or media in a manner that violates license agreements.

INFORMATION LITERACY & CREDIT & COPYRIGHT

According to the American Library Association, information literacy is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.

Information literacy is an important skill for students as it promotes Virginia's 5C's: critical thinking, creative thinking, collaboration, communication and citizenship.

Additionally, information literacy is an important component of the International Society of Technology Educators (ISTE) Standard 3 – Knowledge Constructor. Students plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits. Students evaluate the accuracy, perspective, credibility and relevance of information, media, data or other resources. Students curate information from digital resources using a variety of tools and methods to create collections of artifacts that demonstrate meaningful connections or conclusions.

Students are expected to follow all copyright laws. Piracy of software, music, movies, etc. is not tolerated. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

SOCIAL NETWORKING & THE USE OF WEB RESOURCES

The internet's portability and access to mobile technologies has increased active engagement and learning in both site-based and virtual classrooms. Social networking enables learners to connect, collaborate and form virtual communities. Students and teachers are able to use various web-based collaboration, communication and presentation tools solely to support instruction. Teachers will monitor and educate students about online safety and responsible use of social networking applications.

1:1

GENERAL INFORMATION

Every child needs a device to augment the teaching and learning process. YCSD will provide a device for any child who needs one. Families who wish to provide a privately-owned device for their student for use at school and home, are encouraged to do so. Such devices must be capable of installing, accessing, and/or running the applications deemed necessary for instructional purposes. If a family chooses to provide a device, a device must be available for each and every child and must be available for each and every child to use both at home and at school. YCSD is not responsible for any financial obligations resulting from calls, internet access, application downloads, messaging services, or items of a similar nature.

While a 1:1 device, either provided by the division or privately-owned, is essential for instruction and learning, use of a device is not appropriate in all circumstances. To avoid disruption of the instructional process, students shall only use 1:1 devices, either provided by the division or privately-owned, for structured instructional activities supervised by a classroom teacher. Otherwise, students shall ensure that 1:1 devices, either provided by the division or privately-owned, are turned off and out of sight and shall not display, use or activate such devices, during the instructional day, during after-school activities, or on the school bus unless otherwise approved by building administrators. The instructional day includes, but is not limited to, lunch breaks, class

changes and other structured instructional activities that occur during the normal school day. ***School personnel may confiscate items that disrupt instruction. Confiscated items will only be returned to parents/guardians at the end of the school day.***

PRIVATELY-OWNED ELECTRONIC DEVICE SECURITY RISKS

Laptops and other portable electronic devices are especially vulnerable to loss and theft. These items may be targeted in school, on school grounds, parking lots and on buses. If a privately-owned electronic device is stolen, the theft must be reported immediately to a building administrator. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a division computer.

The student must be responsible and aware of all risks. YCSD will not accept responsibility for the loss, damage, or theft of personal property. Students who bring privately-owned electronic devices on school property must assume the total responsibility of these items. Laptops, netbooks and all other portable electronic devices should NEVER be left unattended for ANY period of time by the owner. When not in use, they should be at the student's side or in a secured location such as a school locker when applicable. If a privately-owned electronic device is found unattended, it will be turned into the school administration.

YCSD and division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software beyond assistance with connecting to the YCSD network and accessing division-sponsored sites such as Canvas, Aspen and Office 365.

For the best learning experiences, devices should meet minimum standards. The current minimum standards can be found at:

<https://yorkcountyschools.org/technology/edTech/1to1technology.aspx>

DEVICE INFORMATION BY GRADE LEVEL

1. Grades PreK & K will use an iPad in class. This device will stay in the classroom (unless directed

otherwise). Privately-owned devices should be taken home each day.

2. Grade 1 will use/receive a Chrome tablet. This device will stay in the classroom (unless directed otherwise). Privately-owned devices should be taken home each day.
3. Grades 2-5 will use/receive a Chromebook and AC adapter. Students will carry this home and to school each day.
4. Grades 6-12 will use/receive a Windows laptop and AC adapter. Students will carry this home and to school each day.

GENERAL DEVICE INFORMATION

1. **The use of a 1:1 device either provided by the division or privately-owned, to include earbuds and headphones, is solely limited to support instructional activities and must be turned off and put away if requested by the teacher.**
2. All sound should be muted on all 1:1 devices, either provided by the division or privately-owned, unless the teacher grants permission for use of sound associated with instructional activities.
3. No student shall be directed to share a privately-owned device with another student.
4. Charge your device fully every night. This should be considered part of your students' homework. If you have any problems charging your device let the main office know.
5. All YCSD devices will have a YCSD asset tag on them. Do not remove this asset tag. If you notice the asset tag is peeling off, notify school staff so the issue can be addressed.
6. YCSD will not provide bags for Chromebooks or Windows laptops. If iPads are sent home, they are in cases.
7. All devices that are sent home are the parent/guardians' responsibility.
8. Device familiarization directions and videos are posted on yorkcountyschools.org/techsupport

DEVICE RETURN

At the end of the school year, if the student withdraws from the division for any reason during the year, or upon graduation, all YCSD-issued devices and accessories must be returned. Devices and accessories must be in good working order when returned. If the device and/or any of the accessories are not returned, the parent/guardian may be held financially

responsible for the full replacement cost of such missing device and/or accessories. YCSD will evaluate all returned devices and accessories and may assess charges for damages to such devices and accessories, normal wear and tear and depreciation excepted.

DEVICE CARE

It is important that you know and understand the responsibilities students and families accept when using these learning devices. Although each device is checked out to an individual student, each device is owned by YCSD. Students are responsible for the general care and protection of the device they have been issued. YCSD is not responsible for general care and protection of student issued devices. In general, the rules require students to use the devices ethically, legally and efficiently for learning. Students who violate the rules are subject to disciplinary action.

GENERAL

1. Damaged or malfunctioning devices must be taken promptly to the front office or media center and reported for repair. If a loaner device is needed, one *may* be issued to the student until their device can be repaired or replaced (subject to loaner availability).
2. Under no circumstances should anyone attempt to repair a device or have the device repaired by a third party. Any attempt to repair the device will void all warranties. Parents/guardians will be responsible for the full cost of any device that is found to have been tampered with.
3. Do not leave your device unattended or unprotected in your vehicle, or a public place. If you must leave it unattended in a vehicle, make sure it is out of sight such as in a backpack or the trunk of the car. If the device is in a locker or car, make sure it is locked and secured.

WARNING: Devices should NEVER be stored in a location where the temperature could go below 41° Fahrenheit (5° Celsius) or above 109° Fahrenheit (43° Celsius). Exposure to these temperatures could permanently damage the device and cause personal injury.

4. Store your device on a desk, table, or in your backpack. Never leave it on the floor.
5. Do not eat or drink near your device. Protect your device from small children and pets.

6. Always use both hands when carrying your device. For Chromebooks and Windows laptops make sure to close the lid before moving your device. Do not carry it by the screen/lid as this can damage the device.
7. Be mindful of devices in your backpack. Be careful when setting down backpacks on a desk or floor, and when adding heavy books to a backpack with the device.
8. If traveling with your device, be aware that any theft, loss or damage as a result of travel is your responsibility.

KEYBOARD CARE

- Never spray liquid onto your keyboard – it can cause water damage.
- Don't submerge your keyboard in water.
- Don't yank the keys off the keyboard – it could crack, break or otherwise damage them.
- Don't use any cleaning products that contain bleach.

SCREEN CARE

The device screen (monitor/LCD) can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Carry your device by the keyboard, not the screen (most common cause of damage).
- Avoid putting pressure or heavy objects on the top of your device when it is closed.
- Make sure there is nothing on the keyboard before closing the lid (most commonly, pens or pencils).

Only clean the screen with a soft, dry cloth such as a microfiber or anti-static cloth. YCSD does not provide the cloth. Do not use a paper towel. Paper towels are abrasive and can scratch the screen. If needed use a cloth *slightly* dampened with water to clean the screen. **ONLY USE WATER. DO NOT** use Windex, alcohol, or other solvents for cleaning. **NEVER** spray any cleaning chemicals directly onto the screen.

DAMAGE/THEFT/LOSS OF YCSD DEVICES

1. Students should report any issues with their devices within 24 hours, or the next school business

- day for any damage, theft or loss. Failure to report issues may result in financial or disciplinary action.
2. Families may be responsible for the total cost of damaged, lost or stolen devices.
 3. Lost/stolen devices will be disabled by IT. (IT can re-enable the device if it is recovered.)
 4. If stolen, family must file a report with the sheriff's office, and provide a copy to the school.
 5. Lost/stolen can be due to negligence – YCSD will review details to make any negligent determinations. Negligent loss can result in financial costs to family.
 6. Parent/Guardian may request a review of any assessed damage costs. Contact school administration for details.

The specified power adapter and power cord will be provided with the device. Damage to the power adapter and power cord not attributable to negligence or vandalism MAY be replaced under warranty but MUST be turned in to the school. If power adapter and/or power cord are lost, stolen or destroyed, the parent/guardian will be responsible for reporting this loss and for paying for replacements.

REPAIR AND REPLACEMENT FEES

1. Students are responsible for the general care and protection of the device they have been issued. Instances of loss, theft, or accidental damage may result in the assessment of fees in accordance with the table below, *Fees for Missing or Damaged Equipment*.
2. In cases of negligence or intentional damage, an administrator will investigate and conference with the student and family. Willful, malicious, or intentional damages may result in the full cost of repair or replacement (up to \$444.00). The below table does not include all possible scenarios for damage or negligence.
3. Students who owe money to the school may have the following privileges withdrawn:
 - a. Athletics
 - b. After-school recreation
 - c. School clubs
 - d. Student government
 - e. Public performance of music, dance, drama, cheerleading and speech that are not *required* as part of the classroom curriculum

- f. Special field trips not a part of *regular* classroom work
- g. School dances and assemblies
- h. Graduation ceremony
- i. Bring-Your-Own-Technology privileges

PROHIBITED ACTIONS

Students are explicitly prohibited from performing or attempting to perform the following actions. Any of the following actions may lead to financial or disciplinary consequences.

1. Use of **unapproved** 3rd party AC adapters on any YCSD device. Damage may result and you will be liable. If you would like to purchase a second AC adapter, please contact the YCSD Help Desk and we will provide the correct part information and quote.
2. Defacing division-issued equipment in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the devices or AC adapters. If students carry the device in their own bag or sleeve, they may decorate that personal bag or sleeve in any school approved manner.
3. Using permanent stickers or additional markings on the devices, cases, batteries, power cords and chargers.
4. Removing or covering any existing YCSD tags or device asset information.
5. Attempting to alter the operating system of your device or any of its installed software including drivers. Personalized media are subject to inspection and must follow the *YCSD Technology Acceptable Use Policy*.

SUMMER MAINTENANCE (ANNUAL CHECKOUT, CHECK-IN)

And the end of the school year, all 1:1 devices will be collected. Devices will be inspected for damage that can be repaired under warranty. Parents/guardians will be invoiced for any damage that is not covered under warranty or the division's Accidental Damage Protection plan as well as for any lost devices including power adapters, power cords and iPad cases.

If enrolled in summer academy the device will be turned in or collected on the last day of summer academy.

Students must ensure that all documents they wish to preserve are saved in OneDrive or another medium such as a USB (thumb) drive. The division will make no attempt to provide the student with the same device and there is no assurance that a student will receive the same device the following school year.

DEVICE SUPPORT AND YCSD HELP DESK

For assistance, contact the YCSD Help Desk via telephone or email.

- 757-527-4819
- ycsditsupport@ycsd.york.va.us

MICROSOFT TEAMS VIDEO CONFERENCING EXPECTATIONS FOR CLASSROOMS

Before Class	
Understand how to access video conference in Teams	If you are not familiar with joining a meeting/class in Teams, reach out to your teacher, friend or parent who can answer any questions you may have.
Confirm the meeting date and time	Your teacher will post a link to the meeting on Aspen, Canvas or send you an invitation through email.
Check your technology	Check the audio to make sure your speakers are working. If your device does not have a functioning microphone, you can use the chat feature or you can dial in for audio using your phone.
Dress appropriately	If you are going to be on camera, wear attire that is appropriate for a classroom.
Choose a quiet, common area	Set up in a place that is quiet and free from distractions. Spaces that display personal information are not recommended. Try to keep other siblings and pets out of view to avoid distracting the learning of others.
Check your lighting	Make sure others in the meeting can see your face. A window in the background or other back lighting may silhouette you.
Check camera framing	Make sure your face and shoulders are centered in the frame of the camera.
Check your background	Make sure whatever is behind you and visible to the camera is simple and school appropriate.
During Class	
Be on time and be ready	Click the link to join the meeting a few minutes prior to the start time. You may have to wait for your teacher to allow you into the virtual classroom or you may be asked to check your microphone, speakers, and/or camera.
Refrain from things that might distract	This includes things like eating, drinking, chewing gum, moving around, etc. that may be distracting to your classmates and teacher. This also includes off topic posts and unnecessary emojis in the chat window.
Listen for expectations	If your microphone is not automatically muted when you enter the room, please mute it. This will prevent background or unexpected noises that can be distracting. Your teacher will talk about the expectations and functions of the video conference tools so listen carefully. Your teacher may also ask you to turn off your camera as this reduces connectivity issues.
Follow directions	It is important that you follow your teacher's directions to prevent loss of instructional time. This includes screen sharing if directed by your teacher to do so.
Look at the camera	If your camera is on and you are talking to your class, look into the camera.
Do not record	Parents and students are not permitted to record or to post screen shots of video conferences
Say good-bye	When the teacher finishes, hang up to end your participation in the meeting.

After Class	
Follow-up	Contact your teacher if you have questions, need clarification, or have feedback on the class.

TECHNOLOGY DISCIPLINE HIGHLIGHTS

While the Student Conduct Code, found elsewhere in the *Student Handbook & Conduct Code* includes technology related discipline matters, some are highlighted here for further emphasis.

Cyberbullying

Cyberbullying is a form of bullying that includes, but is not limited to, using information and communication technologies, such as email, phone, text message, instant messaging, defamatory websites or polling sites, to support deliberate, hostile behavior intended to harm others. Cyberbullying using the YCSD network, YCSD instructional resources, YCSD computers or other wireless communication devices on school grounds, on school property or at school-related activities will result in disciplinary action.

Cyberbullying that occurs off school grounds and/or does not include the use of YCSD network or computers may also result in disciplinary action if it causes or is likely to cause a substantial disruption to the school and/or learning environment (to include the virtual learning environment) or violate the rights of students, staff, or teachers.

How can I Report Cyberbullying?

Students (or parents) should report acts of cyberbullying to their teacher, counselor and/or administrator immediately, and preserve all evidence of the cyberbullying. Additional options include:

- Call the YCSD Hotline 890-5000
- Report Online at <https://yorkcountyschools.org/aboutUs/emergencyInfo/reportIt.aspx>
- Report it! On the YCSD App for iPhone and Android

Behaviors and Discipline Related to Student Computer Use

Tech-Related Behavior Violations	Equivalent <i>Traditional</i> Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, using cell phone, games (off-task behavior)
Missing device, power cords or case (if supplied)	No binder/missing school supplies
Cutting and pasting without citing sources	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing computer and/or accessories	Vandalism, property damage
Using profanity, obscenity, making racist comments	Inappropriate language, comments
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Using some else’s locker, lunch account
Tech Violations	
Behavior unique to the digital environment without a <i>traditional</i> behavioral equivalent	
Repeated, tech-related behavior violations	
Deleting browser history	
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use	

Using electronic resources in a manner that disrupts the use of the network by others
Unauthorized downloading or installing software
Attempting to bypass the division's internet filter
Modifying the division browser settings or using techniques intended to avoid being blocked from inappropriate content or to hide internet activity

**Behaviors table adapted from Kent School District of Kent Washington. Under Creative Commons licensing, Kent School District in no way assumes liability for the contents of this document, nor does Kent School District endorse its contents.*



FREQUENTLY ASKED QUESTIONS (FAQS)

Can homeowners insurance or personal insurance be used in lieu of the division provided insurance?

You may not substitute homeowners or other personal insurance for division-procured laptop insurance. However, in the event a loss is not covered by warranty of the division's Accidental Damage Protection plan, families might want to check with their insurance representative for possible coverage.

What will students do with their device during Physical Education classes and after-school activities?

Students will be responsible for the care and security of their device. The size of the device lends itself well to securing the device in the student lockers or classrooms.

Will students be able to install software on the device?

No, students are not allowed to install software on the devices.

Can a student use their iPod, digital camera, printer, or other accessories with the device? Can students load music and photos on the device?

Students may connect their iPod music player, digital camera, or other accessories to their issued device if the device(s) do not require the students to install software or drivers on the issued device. Students will not be able to "back-up" their music and photos to division servers unless part of an academic project. Students will not be able to print from 1:1 devices.

What if a student forgets their device at home?

There is no guarantee that loaner devices will be available for a device left at home. Students are expected to have their device charged and ready to use every day at school.

How will a student access their files if they do not have Internet access at home?

Students must save files to the local hard drive before they leave school. Files saved to the local hard drive can be accessed with or without internet access.

Will every student be required to participate in the 1:1 Technology Program?

As teachers will be integrating use of devices into both classroom instruction and home use, all students will need to participate in the program. The division will provide students with an appropriate 1:1 device, or families may purchase a device for their student(s) capable of installing, accessing, and/or running the applications deemed necessary for instructional purposes. If a family chooses to provide a device, a device must be available for each and every child and must be available for each and every child to use both at home and at school,.

Can students share a device with a sibling?

No, all students will need their own device as device use will be integrated into both classroom instruction, testing, and home use.

Can a student use a different device than those specified for their grade level (i.e. Can students use iPads or Chromebooks when they move up in grade level or use devices other than those specified above)?

It is preferred that students use a device/computing platform that meets or exceeds the minimum specifications for those devices selected for each grade level as they will have the greatest compatibility with YCSD

instructional software and applications. This not only ensures that a teacher's efforts are focused on instruction and engaging students in learning, it also ensures students have similar user experiences without some students having a poor experience because their device did not meet the specifications or have access to the right software tools. YCSD is committed to equitable educational opportunities and requires new software titles to be available on multiple devices and operating systems. All assignments will be able to be accomplished through web-enabled tools like Office 365 and Canvas.

Will students be expected to bring the devices to and from school daily?

Students in grades 2-12 must bring their devices to and from school daily. Students in grades K-1 will only bring devices home when circumstances necessitate (e.g. potential closure due to weather or pandemic).

What are the student expectations for care and use of devices?

Students and families will be responsible for the device issued to them, just as they are for other school-provided items such as textbooks, calculators, athletics equipment or library books. Students and families will be provided a Technology Handbook outlining use and care, among other topics, prior to receiving a device.

What happens if a device is broken, damaged or lost?

Division-owned devices will be warrantied and maintained by the school. If the device is damaged a loaner device will be issued to the student while their device is repaired. For personal devices, the division recommends that devices be covered by a warranty that offers accidental damage protection.

Fees for Missing or Damaged Equipment		
Item	Cost	
AC Adapter (power cord)	\$50	Students are required to use the official manufacturer's power cord/charger. Use of third-party and generic power adapters can cause possible damage or harm.
LCD Screen	\$50	Students are required to protect their device screens. Cracked screens should be immediately reported for repair to prevent further damage.
Keyboard	\$50	Students are required to protect their device keyboards. Damaged or missing keys should be reported immediately.
Lost or Stolen Device	up to \$444	If stolen, a police report must be filed to document the theft. Replacement fees will be waived if a copy of the police report is provided to the school. Lost devices will be disabled and can be re-enabled if found in good condition. The replacement fee for a lost device is based on the cost of the device and prorated based on the age of the device.
Damaged Beyond Repair	up to \$444	In the event a device is damaged beyond repair, the fee for a replacement is based on the cost of the device and prorated based on the age of the device.

In cases of negligence or intentional damage, an Administrator will investigate and conference with the

student and family. Willful, malicious, or intentional damages may result in the full cost of repair or replacement (up to \$444.00). The above list does not

include all possible scenarios for damage or negligence.

Student/Parent Technology Usage Form

This form is signed by a parent/guardian at registration and is on file with the student's records. Parents/guardians must also complete the form annually located at the back of this handbook or in Rycor.

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Student/Parent Technology Usage Form

See bottom of form for due date. (Applicable to all students.)

Student's Name (Last, First):	Student ID#:	Grade Level:
School:	Homeroom Teacher:	

Note: All students who have access to network services and the internet shall receive instruction on internet safety.

Student Network Services/Internet Acceptable Use Policy

- I DO give permission for my child to use network services provided by the York County School Division, with the understanding that this includes access to the internet.
- I DO NOT give permission for my child to use any network services including internet services provided by the York County School Division. *

***Note:** By selecting this option, your child will not have any access to the Canvas learning management system, Aspen student information system, Outlook for student email, Office365, video conferencing, division-purchased instructional software and associated web service, nor will your child have access to a YCSD-issued computer for home use or for any computer-related courses offered in your child's assigned school. This would include access to Virtual High School and Virtual Virginia courses from within the division. **Division course assessments and state- and federal-mandated testing, such as the Virginia SOL testing, requires the use of computers.** Arrangements will be made on an individual basis for required testing.

Posting of Student Work Electronically

- I DO NOT give permission for my child's projects and assignments to be posted on the internet for public viewing (as noted in the User Privileges of the Network Services/Internet Acceptable Use Policy).

1:1 Device Agreement

- My child WILL use a YCSD-provided 1:1 device and I agree to the below terms and conditions.
- I WILL PROVIDE my child with a device that meets the minimum standards of the YCSD 1:1 program that my child may use both at home and at school. I understand that if my child *occasionally* fails to bring a device to school, YCSD *may loan* my child a device for the day to complete an assignment.

1:1 Agreement Terms and Conditions

Parental/Guardian Monitoring Responsibility: Parents and/or guardians assume all responsibility for monitoring their student's activity on district issued devices and accounts during non-school hours and on all non-student attendance days or during all home-based instructional periods. Users are responsible for the appropriate use of the device and all accounts, applications and services. If information is collected that indicates activity outside of the acceptable use policy occurred, it will be reviewed with the student and/or parent/guardian during normal school hours. This review may occur via remote software, such as MS Teams, if necessary.

IMPORTANT SAFETY NOTE: Information obtained by school district officials, at any time, suggesting or indicating imminent danger to a person(s) or school **will result in a 911 response.** Building administration will contact the parents/guardians as soon as possible.

In consideration of the privileges and opportunities afforded to my child/student by the use of YCSD technology resources, I, on behalf of myself/my child, our heirs, assigns, personal representatives and next of kin, hereby release, indemnify and hold harmless the County School Board of York County Virginia, its agents, officers and employees, from any and all claims, losses or demands relating to both injury/death to person or damages to property, to any other person caused by my/my child's negligence or intentional acts or inactions of any nature arising from my/my child's use or inability to use these resource; as well as, injury/death or damages to myself/my child or my/my child's property which may result from or arise from my/my child's use or inability to use these resources. Such indemnification includes any claims, losses or demands caused or alleged to be caused in whole or in part by the negligence of the County School Board of York County Virginia, its agents, officers and employees.

By signing this document, you agree to abide by the conditions listed above. You assume responsibility for the appropriate and safe use and care of YCSD division-issued technology. You understand that should you fail to comply with the terms of this Agreement, access to the device, the internet, and other digital contents and services may be limited or denied. Students may also be subject to disciplinary and/or criminal action as outlined in the YCSD student code of conduct.

As the parent or guardian of the student whose name appears below, my signature indicates I have read and understand this Agreement, including the indemnification provision above. I give permission for my student to have access to and use district issued technology, including access to district provided digital educational programs, services and applications. I understand that the use of a district issued computing device and all accounts for the related services and applications are solely for educational purposes. I understand there is no expectation of privacy because the district has the right to monitor, inspect, copy, review and store information transmitted or received, at any time, without prior notice.

As a student over the age of 18, my signature indicates I have read and understand this Agreement, including the indemnification provision above. I understand that the use of a district issued computing device and all accounts for the related services and applications are solely for educational purposes. I understand there is no expectation of privacy because the district has the right to monitor, inspect, copy, review and store information transmitted or received, at any time, without prior notice.

I/We understand that these permissions may be changed at any time during a school year by contacting the school and submitting the appropriate forms.

I agree to the terms and conditions contained in this Network Services/Internet Acceptable Use Policy, Permission for use of a Privately-Owned Electronic Device, and 1:1 Agreement (if applicable). I/We understand that any misuse or abuse of these terms and conditions will result in the suspension or revocation of those privileges, disciplinary actions up to and including expulsion from the York County School Division and/or appropriate legal action. Suspension/revocation will result in your child's loss of access to Canvas learning management system, Aspen student information system, Outlook for student email, Office365, video conferencing, division-purchased instructional software and associated web services, as well as access to computers for any computer-related courses offered in their assigned school which could negatively impact course grades. These restrictions would include access to Virtual High School and Virtual Virginia courses from within the division.

I/We acknowledge that while it is the **policy** of the division that students not provide personal information to a website or on-line service while using division property, applications used for instructional activities may require this student information. I/We have discussed this with my/our child.

I/We understand that projects and assignments may be posted electronically and could include personally identifiable information that may be classified as an educational record under FERPA (Family Education Rights and Privacy Act). Efforts will be made to restrict the amount of personally identifiable information when communicating electronically over the internet. Assignments and activities conducted online may receive teacher comments, grades or evaluations; under no circumstances will comments, grades or evaluations be posted to the general public.

Signature of Student:	Date
Signature of Parent/Guardian:	Date

A completed form must be on file prior to a student receiving a YCSD 1:1 device.
For students not in need of a YCSD device, the form must be completed by Thursday, September 2, 2021.
This form should be completed in Rycor whenever possible, or returned to your child's homeroom teacher.



302 Dare Rd.
Yorktown, Virginia 23692

EMBRACE • ENGAGE • EMPOWER

The mission of the York County School Division is to engage *all* students in acquiring the skills and knowledge needed to make productive contributions in the world.

Division Hotline: 890-5000

The purpose of Division Hotline is to report incidences of misconduct, such as threats, bullying, discrimination and/or harassment, to the York County School Division. It is completely anonymous. Voicemail is available 24/7 and will be checked twice daily. After the call has been received, necessary steps and precautions will be taken to ensure the safety of our students and staff.

The York County School Division does not discriminate on the basis of race (Title VI), color, religion, national origin, veteran status, sex, gender (Title IX), age or disability (Section 504), or any other protected class in its educational programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. The following positions have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator
Chief Human Resources Officer
302 Dare Road
Yorktown, VA 23692
757-898-0349

Section 504/ADA Coordinator
Director of Student Services
302 Dare Road
Yorktown, VA 23692
757-898-0300

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