

# 1:1 Technology Program Guidelines

## 2022-2023

### GENERAL INFORMATION

YCSO will provide a device for any student who needs one. Families who wish to provide a privately-owned device for their student for use at school and home, are permitted 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 use both at home and at school. YCSO 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. At teacher or administrator request, 1:1 devices, either provided by the division or privately-owned, must be turned off and out of sight, during the instructional day, during after-school activities, or on the school bus. ***School personnel may confiscate items that disrupt instruction. Confiscated items will only be returned to parents/guardians at the end of the school day.***

### 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, in parking lots, and on buses. If a 1:1 device, either provided by the division or privately-owned, is stolen, the theft must be reported immediately to a building administrator. Additionally, in the event that a student believes that a password has been compromised, the student will immediately reset the password using a division computer.

The student must be responsible and aware of all risks. YCSO 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 total responsibility for these items. Laptops, netbooks and all other portable electronic devices, either provided by the division or privately-owned, should NEVER be left unattended for ANY period of time. When not in use, the device should be at the student's side or in a secured location such as a school locker when applicable. If a device, either provided by the division or privately-owned, is found unattended, it will be turned into the school administration.

YCSO and division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning privately-owned hardware and/or software beyond assistance with connecting to the YCSO 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>

### GENERAL DEVICE INFORMATION

The following information applies to both devices provided by the division and privately-owned.

1. It is the student's responsibility to bring the student's 1:1 device to school each and every school day with the A/C adapter and cable.
2. Devices should be charged fully every night. This should be considered part of a students' homework. If you have any problems charging your division-provided device let the main office know.

3. The use of a 1:1 device, to include earbuds and headphones, must be turned off and put away if requested by the teacher.
4. All sound should be muted on all 1:1 devices unless the teacher grants permission for use of sound associated with instructional activities.
5. No student shall be directed to share a 1:1 device with another student.
6. All YCSD devices will have a YCSD asset tag affixed. Do not remove this asset tag. If you notice the asset tag is peeling off, notify school staff so the issue can be addressed.
7. YCSD will not provide bags for Chromebooks or Windows laptops.
8. All devices that are sent home are the parent/guardians' responsibility.

Device familiarization directions and videos are posted on  
<https://yorkcountyschools.org/technology/edTech/1to1technology.aspx>

### **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 missing device and/or accessories. YCSD will evaluate all returned devices and accessories and may assess charges for damages to devices and accessories, normal wear and tear and depreciation excepted.

### **DEVICE CARE**

It is important for students and families to understand and accept the responsibilities associated with 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.

- 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. Devices 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 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** 3<sup>rd</sup> 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, and drawing on the device, applying permanent stickers to the device, or marring any surface of the device or AC adapter. 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. Removing or covering any existing YCSD tags or device asset information.
4. Attempting to alter the operating system of your device or any of its installed software including drivers.

### **SUMMER MAINTENANCE (ANNUAL CHECKOUT, CHECK-IN)**

At 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/Chrome Tablet cases.

If enrolled in summer academy the device will be 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](mailto:ycsditsupport@ycsd.york.va.us)

### **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 messaging, instant messaging, defamatory websites or polling sites, to support deliberate, hostile behavior intended to harm others. Cyberbullying via 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 cyber-bullying 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 resource's 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 in a manner that disrupts the use of the network by others	
Unauthorized downloading or installing software	
Bypassing or attempting to bypass the division's internet content 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 device.

### **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 does 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 directly from the 1:1 device.

### **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 are highly encouraged 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 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 helps ensure 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 prioritizes new software titles that are available on multiple devices and operating systems. Most 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 3-12 must bring their devices to and from school daily unless directed by a teacher or school administrator.

**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.

**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 may 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 (ADP).

Fees for Missing or Damaged Equipment		
Item	Cost	
AC Adapter (power cord)	\$50	Students are required to use the original equipment manufacturer's (OEM's) power cord/charger. Use of third-party and generic power adapters may cause damage or harm to the device and are strictly prohibited.
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 submitted to the school 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 in Rycor.