The School District of the City of York, Technology Handbook
2021-2022

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Mission Statement

Vision Statement

What is a student device?

The School District of the City of York (SDCY) provides an iPad for students in grades Kindergarten through Fourth grade. It is determined to be the most developmentally appropriate device for young learners. For students in Fifth through Eighth grades, a personal laptop computer is provided. This device is more appropriate for word processing needs that older students require. It is expected that the device your student is given will serve his or her digital educational needs throughout their career at SDCY.

These devices are provided to our students to support them in accessing and utilizing digital resources and activities embedded in the comprehensive learning experience.

Basic Care

Students are responsible to care for the device issued to them. A device that is broken or fails to work properly *must* be reported to the teacher and administration in their assigned building immediately.

<u>**DO:**</u>
- Use a soft, clean cloth to clean the screen. Do not use any chemical cleaners (such as Windex).
- iPads should stay in the district-issued protective case.
- Whenever possible, your device should be locked in a secure place when not being used.
- When using the device, it should stay on a flat, stable surface.
- Only touch the screen with your finger or a stylus.

<u>**DO NOT:**</u>
- Do not leave your device in extreme hot or cold conditions (like cars).
- Do not remove any stickers or labels from the device. This includes asset tags and student identification stickers. Likewise, no unauthorized stickers or decals should be placed on devices.
- Keep the device away from liquids, foods, or other things that could damage it (slime, pointy objects, etc.). Protect your device from weather, water, and pets while using and storing the computer.
- Do not stack heavy objects on top of the device.
- Never disassemble a device or try to repair it yourself.

Use of Device

General use at school

- Students are expected to bring their device with them to school everyday, fully charged and ready to use in its provided case.
- Students will access school messages, announcements, calendars, handbooks, assignments, and grades from their device.
- While in class, students are expected to comply with all school rules, policies, and teacher directives.

General use at home

- Always log in with your yorkbearcats.org Google account.
- All media and files accessed on your SDCY device are subject to inspection and review.
- All SDCY issued devices have filtering and the capability for location monitoring.
  - Despite the filter, SDCY can not guarantee that all controversial or inappropriate materials will be blocked.
  - Devices should only be used for school assignments.

Responsibilities & Requirements

In order to provide our students with a premier learning experience, the School District of the City of York has provided each of its students in grades Kindergarten through 12th grade with a district-issued device to use for educational purposes. The SDCY retains ownership of the device. The following is a list of basic responsibilities and requirements for the use and care of the device issued:

1. It is the responsibility of the student and family/guardian to care for the device at all times (including maintaining the device in the condition it was provided).

2. Students are expected to bring the device with them to school each day, fully charged and ready to use in its provided case.

3. If the student leaves the school district, the device and its charger must be returned.

4. If the device is lost or stolen when it is not at school, the district requires families/guardians to file a police report and provide a copy of the report to the building principal. For safety purposes, families and students should never attempt to recover a stolen device on their own.

5. The SDCY is the only party authorized to repair and service the district-issued devices. Any money spent by the student or family/guardian to repair or service a device will not be reimbursed. Likewise, students may not make any alterations to the laptop's operations, including installing software or making modifications to the equipment of any kind.

6. Students must provide access to the device, including Usernames, Passwords, and Passcodes, upon request by any school administrator.

7. SDCY distributes and maintains district software and applications (apps) at no cost to the student or family/guardian.

8. The device is intended for use only by the student for school-related educational activities/purposes, and student use of the device must comply with the all requirements of District Policies, procedures, and the student discipline code (including the Digital Citizenship Policy) regardless of when and where the device is used.

9. Use of the device and district network is a privilege, not a right. SDCY may revoke a student's privilege to use the device and or services at any time.

10. SDCY uses a content filter (firewall) when the device is at school. SDCY is not responsible for the supervision of the device or protection of the student when the device is used outside of the school building. It is the responsibility of the parent/guardian to supervise the student's use of the device when the device is used outside of school buildings.

11. As mentioned in Basic Care and Use of Device sections, students are to treat their device with care so it can be used as a learning tool. While devices experience normal wear through daily use, students are ultimately responsible for handling the device responsibly, using the provided case, keeping the device charged, and storing it safely when not in use.

Digital Citizenship

Digital Citizenship is the appropriate, responsible behavior students show while online and/or using a SDCY issued device. Students must adhere to the SDCY agreement set forth in this handbook. This includes use of the device inside and outside of SDCY buildings.

P- Be Prepared	- Have your device charged and ready to use. - Know your usernames and passwords. - Be Safe! Do not share personal information online (no addresses, phone numbers, or bank information)
R-Be Respectful	- Be respectful to others: no bullying, harassing, "trolling", or stalking. - Treat others the way you want to be treated. - Choose usernames and passwords that are not offensive.
I- Show Integrity	- Only access and post information, images, and other media that follows district policy. - Don't forward or share disrespectful or inappropriate material. Tell a teacher. - Protect and respect passwords, accounts, and resources. Do not share passwords or answers online. Do not login to other people's accounts. - Cite your sources! Use https://www.citationmachine.net/ to explain where you got your information or media from. - Follow license agreements and only share copyright free media.
D-Be Determined	- Do your best with your work. - Don't give up. - Ask for help if you need it, and keep trying!
E-Stay Engaged	- Be focused and participate in online learning. - Stay on task and be an active listener.

Troubleshooting iPads

- **Restart the app** by double clicking the home button and dragging the app up from the app switcher display.
- **Restart the iPad** by holding the sleep/wake button until the slider appears. Slide your finger across to turn off the iPad. Wait 30 seconds and then power the iPad back on.
- **Force restart the iPad** by pressing the home button and the sleep/wake button together until the Apple logo appears.
- **Drag and drop** items within apps (programs) by selecting them and holding your finger down until it shakes, then drag and drop the item to the desired location.
- If an app is accidentally deleted, use Mosyle Manager app to "Reinstall/Update" the individual app with issues.

Troubleshooting Laptops

- Regularly shut down the computer so it can install updates. Using the window button ⊞ , click on the power icon ⏻ and shut down the computer.

- If something is not working refresh the page using the icon ↻ beside the web address

Student Help Ticket:

https://docs.google.com/forms/d/e/1FAIpQLSfZc8Azu028XLbeXFavsYSB_4ONUzhqTsItUu-3R192or2Hgg/viewform?usp=sf_link

Student Support Email:

studentremotehelp@ycs.k12.pa.us

Agreement

<u>No Expectation of Privacy</u>

       Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued device, regardless of whether that use is for district-related or personal purposes, other than specifically provided by law. The district may, without prior notice or consent, log in, supervise, access, view, monitor, track the location of, and remotely record use on a student's district-issued device. A student device is subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a district issued device, students tacitly agree to such access, monitoring, and recording of their use.

<u>Acceptable Use</u>

- Students are responsible for their actions while using a district-issued device.
- Students are responsible for safety and security of the district-issued device assigned.
- Students must act in accordance with policy set forth in this handbook.
- Students will always practice digital citizenship when using their device.
- Students are responsible for the appropriateness of all files, data, internet activity, and history on their device.

By signing this form, I have read the Technology Handbook and I fully understand the expectation for the care and use of the device we are receiving.

_____ Grade:_____

Student Name (please print)

_____ Date:_____

Parent/Guardian Name (please print)

_____ Date:_____

Parent/Guardian Signature

Device Type: _____ Asset Tag # _____