Y115 1:1 HANDBOOK

Change your password at **pwm.y115.org**

BACKGROUND
The District Personalized Learning Committee, comprised of teachers and administrators, is committed to providing students with opportunities to grow as a 21st Century Learner.

WHY 1:1 IN YORKVILLE COMMUNITY UNIT SCHOOL DISTRICT
District 115 intends to provide students with access to the tools they need in preparation for college and careers. A device for every K-12 grade student will give students an opportunity to:
- access information (research, teacher web pages, online resources, online textbooks, online databases, video instructions, Google Classroom or Canvas LMS)
- gather and analyze data using spreadsheets
- present information visually
- manage personal time (calendar, assignment notebook)
- access student records, grades, and assignments
- communicate responsibly (email, blogging, submitting assignments electronically)
- collaborate digitally (connecting with experts, Google docs)
- participate in web-based learning
- synthesize multiple pieces of information and create new products

DEVICE
Yorkville Community Unit School District 115 will be supplying students with a Chromebook device. This device is the property of the Yorkville Community Unit School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful resources. The supplied device is an educational tool not intended for personal use including gaming, social networking, or high end computing.

2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned to the Technology Department when a student leaves the District.
- Families will be charged the full price of the Chromebook if the device is not returned by the designated date.
- Any Chromebook not returned will be considered stolen property and law enforcement will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the District. Chromebooks that are broken or fail to work properly must be taken to the Technology Department in the school as soon as the student notices an issue so that it can be taken care of properly. *Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.*

3a: General Care
- No food or drink is allowed next to your Chromebook.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

3b: Carrying Chromebooks
- Never transport your Chromebook with the power cord plugged in, and never store your Chromebook in your carrying case or backpack while plugged in.
- Chromebook lids should always be closed and tightly secured when moving. Always support a Chromebook from its bottom with the lid closed.

3c: Screen Care
The Chromebook screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

3d: Cleaning Your Chromebook
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook.

4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day and are required to be taken to all classes.   Instructors shall have final authority as to the time and method of Chromebook use in the classroom. Failure to comply with instructor expectations will result in a referral to administration for possible disciplinary action. Chromebooks should be locked in lockers when not in use.

4a: Chromebooks Out for Service/Repair
- Students are responsible for any damages to the temporary replacement Chromebook
- Students are responsible for any loss of the temporary replacement Chromebook.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.

4d: Backgrounds and Screensavers

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing

- Printing will not be allowed from the Chromebook. Students may login to District desktops and access their Google drive to print.
- Students are encouraged to send and share documents electronically.
- Printing at home is done through Google Cloud Print. More information on printing can be found at: http://support.google.com/cloudprint/?hl=en

4g: Account Access & Password

- Students will only be able to login to the Chromebook using the Y115.org account.
- Students can create their own passwords.
- Students should not share their password with anyone other than their parents.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

Your digital work on the Chromebook will be saved to the cloud (Google Drive). This will provide you with access to your digital work from any device with Internet or Wi-Fi access.

- All students will have unlimited free storage associated with their Google Apps for Education account. * This storage is for Google Apps suite of products including email, calendar, web sites, word processing, presentations, drawings, spreadsheets, and forms. It can also be used to store videos and non-cloud based file types.
- Students will be instructed on how to turn on "OFFLINE DRIVE" to store copies of their Google files on the device for use when not in a Wi-Fi enabled area.
- Prior to leaving the district or graduating, students who want to save any work stored in their Y115 Google account will need to use a tool such as Google Takeout to transfer their work to a personal Gmail account. Please contact the technology department for help completing this.

6. CHROMEBOOK DEVICE UPDATES AND MAINTENANCE

6a: Updating your Chromebook

- When a Chromebook starts up, there is an automatic update; this enables the device to have the most recent version of the Chrome operating system.

6b: Virus, Malware and Security

- The Chromebook is built with layers of protection against malware and security attacks.   There is not any virus specific software installed on the device.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support, all support will be handled through the Technology Department.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- Board Policy 5211 "Student Acceptable Use of Technology" provides details for acceptable use.
- Students and parents will sign the Student Acceptable Use of Technology each year.
- Students are responsible for their ethical and educational use of the technology resources of Y115.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

7b: Privacy and Safety

- Students should not go into chat rooms without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students should not open, use, or change files that do not belong to them.
- Y115 encourages students not to reveal their identity online. Sharing full names, phone numbers, home addresses, social security numbers, credit card numbers, and passwords is discouraged.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Y115.
- If students inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and the student should notify their teacher.

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Students should appropriately cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.

7d: E-mail Electronic Communication

- Always use appropriate and proper language in electronic communication.

- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail and communications sent/received should be related to educational needs.
- E-mail and communications are subject to inspection by the school at any time and as applicable by law.

7f: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school; please refer to the care section.
- Transport your Chromebook in your backpack or carrying case.
- District 115 will provide Internet filtering when the device is inside/outside of school district buildings to the extent it is possible with the tools in place within the School District and Google Apps for Education administration. There may be times when the filtering tools may not work, may fail, or changes beyond the District's control may occur causing web filtering to not occur on the District issued devices when they are not within the School District.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the Technology Department. Chromebooks can be identified in several ways:
  - Record of serial number
  - Individual user account name and password
  - Identification label on the device
- Chromebooks are ultimately the responsibility of the student. This device is for your use during the duration of your time at Yorkville Community Unit School District 115. *Take good care of it!*

8b: Account Security

- Students are required to use their **Y115.org** domain user ID and password on their device.
- Students are not permitted to use a personal Google account on the device.

8c: Storing Your Chromebook

- When students are not using their Chromebook, they should store it at home or in their locked locker.
- Nothing should be placed on top of the Chromebook or leaned up against the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Charge the Chromebook fully each night.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control reasons.

8d: Chromebooks Left in Unsupervised Areas
- Under no circumstances should Chromebooks be left unattended unless it is properly secured. Unsecured areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, Library, unlocked classrooms, dressing rooms, and hallways.
- If an unsupervised or unattended Chromebook is found, notify a staff member immediately.
- Unattended Chromebooks will be collected by staff. Students should attempt to locate Chromebooks they have left unattended through the Technology Department.

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: Vendor Warranty
- The equipment vendor has a one-year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse or abuse.
- Please report all Chromebook problems to the Technology Department.

9b: Chromebook Repair Costs
- All repairs will be handled by the school district through the Technology Department.
- Any repair costs not considered by the vendor as defects in materials and workmanship will be the responsibility of the student and/or family.
- Replacement cost of the device is $200.
- See Addendum A for other repair costs.

9c: Lost/Stolen Device
- If the device is lost, the student needs to report it to the Technology Department. If the device is not found within 10 days, the student/family will be charged to replace the Chromebook.
- Students will be provided a loaner Chromebook until a permanent Chromebook can be assigned.
- If the device is found in good working order after the student/family has paid for the replacement, the District will work with the family to refund the appropriate amount.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the Technology Department at help.y115.org. Services provided include the following:
- Hardware maintenance and repairs.
- Password resets.
- User account support.
- Coordination and completion of warranty repairs.
- All repairs must be completed by the school district Technology Department.

ADDENDUM A - SCHEDULE OF REPAIR COSTS
costs for parts are subject to change and current as of 8/2023

Replace entire device (lost, stolen, repair costs beyond value of device)   **$200**

AC adapter/power cord	$25.95
Bezel	$17.95
Bottom cover	$19.95
Camera	$4.95
Daughter board	$14.95
Display Cable	$8.95
Keyboard	$17.95
LCD Screen panel	$21.95
Lid back	$24.95
Palmrest	$24.95
System Board	$109
Trackpad	$19.95