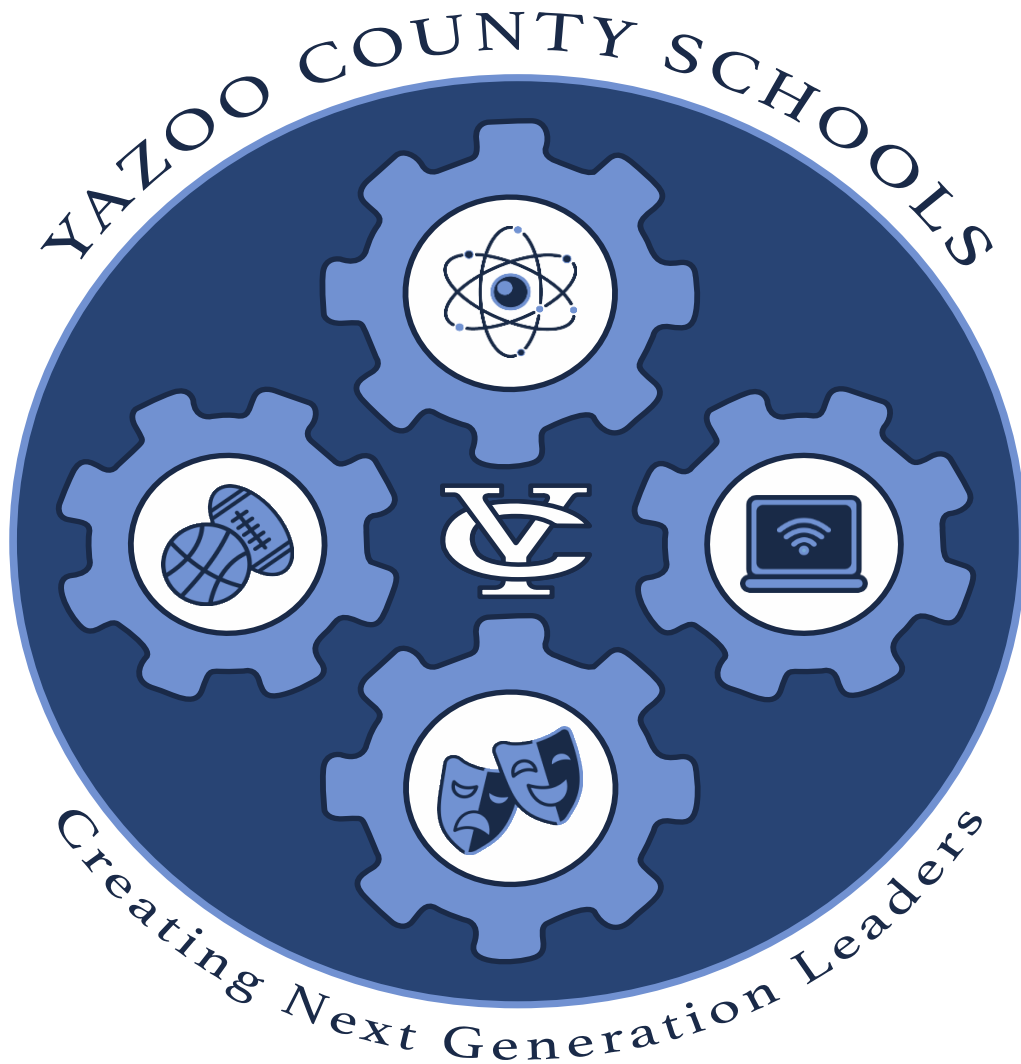


Yazoo County School District

2020-2021 School Year

Chromebook Distant/Virtual Learning Device Guidance and Handbook for Students



**Companion Document: Transitioning to a 1:1 School District
Necessary Steps and Device Implementation Guidance
Document**

#YCSDNexGenLeaders

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Goal of the Goal of 1:1 Device Implementation in the YCSD

The Yazoo County School District's (YCSD) goal is to ensure that students have access to Chromebooks through distance/virtual learning for an extended period in response to COVID-19.

Purpose of the Chromebook Device

YCSD is issuing each student a Chromebook device. The Chromebook is the device needed for each student to be successful and continue his/her learning through technology.

The Chromebook allows the student access to:

- (1) Google Classroom;
- (2) Canvas;
- (3) I-Ready;
- (4) Google Apps for educational web-based tools; and
- (5) Other district-approved educational websites.

The Chromebook is a tool to be used for YCSD instruction; it is not for gaming, social networking, or high-end computing.

Procedure(s) for District-Owned Chromebook Check-Out:

Parents/Guardians and students are **REQUIRED** to SIGN and RETURN the YCSD Chromebook Agreement in forms section of this Technology Handbook before the Chromebook will be issued to the student/students.

There is a published "Checklist for Student(s), Parents/Guardians" to complete prior to the issuance of the YCSD owned Chromebook device.

This Technology Handbook outlines the YCSD Board of Education policies and procedures for families to protect the Chromebook for Yazoo County School District.

Explanation of the YCSD Technology Fee Required for Check-Out and Issuance of the Device

There will be a Chromebook technology fee of \$25.00 per year prior to any issuance of any device to any YCSD student. In the event there is more than one student in a family, in relation to the technology fee, the following fee schedule will be utilized:

Technology Fee for One Student = \$25.00

Technology Fee for Two or More Students = \$50.00

Methods of payment accepted will include cash, money order, and debit card utilizing the Square method of payment.

How to Care for the YCSD Issued Chromebook Device:

Students and parents/guardians are responsible for the general care and upkeep of the Chromebooks they have been issued by the school district.

Guidelines for General Care Include:

- There should be no food or drink anywhere around or next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport the Chromebook with the power cord, headphones, or ear buds connected.
- Never store the Chromebook in a carry case or backpack while plugged into an outlet.
- Never carry the Chromebook while the screen is open.
- Do **NOT** write, draw, or place stickers on the Chromebook. An identification label with the student's name is acceptable on the Chromebooks.
- Vents **CANNOT** be covered or blocked, doing so will cause the Chromebook to overheat.
- Do **NOT** leave the Chromebook in the car or expose it to very high or low temperatures.
- Chromebooks must have a Yazoo School District fixed asset tag on them at all times, and this tag **MUST NOT** be removed or altered in any way. The removal of YCSD tags will result in disciplinary action as defined in the YCSD Student Parent Handbook and other applicable District policies.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for completely charging their Chromebooks for use each school day.
- Chromebooks that are broken, or fail to work correctly, must be taken to the designated technology support person of the school of attendance as soon as

possible so that they can be taken care of properly. This person is often housed in the school media center/library.

Please Note: Under NO circumstances should one take Chromebook devices owned by the Yazoo School District to an outside computer service for any type of repairs or maintenance.

If your device requires repair, please notify your teacher and email <https://sites.google.com/yazoo.k12.ms.us/cbookrepair/home>.

You may be required to bring it to your school site and receive a “loaner” for the day so that the designated technology support employee(s) can repair it as soon as possible.

Chromebooks Turned in for Repair:

- Loaner Chromebooks will be issued to students when they leave their Chromebooks for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in the student’s possession.
- Students will pay **Full Replacement Cost** if the Chromebook is lost or stolen.

Carrying and/or Transporting Chromebooks:

- Transport Chromebooks with care.
- Chromebook tops/lids should always be closed and tightly secured when moving.
- NEVER** move a Chromebook by lifting from the screen.
- ALWAYS** support a Chromebook from its bottom with the lid closed.
- The use of the protective case provided by the Yazoo School District is required.

Screen Care for the Chromebook Device:

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen and high temperatures.

- 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 poke the screen with a pencil, pen, or any pointed object.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks). Check your Chromebook for pencils **BEFORE** you close the lid.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents. Some individuals may have allergic reactions to chemicals in cleaning solvents, and some solvents can even damage the screen.
- ALWAYS** use water dampened towel to clean the screen of the device.

Damages and Fees Assessed to the YCSD Student and Parent/Guardian

For damage that occurs to any district device provided to students and employees, there will be a required fee to cover damage by incident occurrence AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).

- First damage occurrence: \$25.00 fee to cover damage.
- Second damage occurrence: \$50.00 fee *plus* 25% of the repair cost to repair the laptop and possible loss of take-home privileges for grades 6-12.
- Third damage occurrence: \$50.00 fee *plus* 50% of the repair cost to repair the laptop and loss of take-home privileges for grades 6-12.
- Fourth damage occurrence: Fair market value to repair or replace the laptop or tablet.

If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the replacement cost.

Charging the Chromebook

- Chromebooks must be transported to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy/procedure will result in loss of take-home

privileges and/or additional disciplinary action.

Account Access:

- Students will **ONLY** be able to login using his/her Yazoo County School District issued email account. No other logins are allowed. The student's password is his/her MSIS number.

Backgrounds and Password:

- Take care to protect your password.
- Do not share your password with anyone.
- The student's password is his/her MSIS number.
- Always log-out of your Chromebook before and after completing assignments for the day.
- Guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures may **NOT** be used as a screensaver or background. The use of these types of media will result in disciplinary action.

Updating the Chromebook Device:

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without one having to follow-through with any additional steps.
- Weekly checks should be performed to ensure the device is running the current version of the Chrome operating system.

Virus Protection and Additional Software:

- The Chromebook device has "defense-in-depth" technology, and is built with layers of protection against malware and security attacks.
- No additional antivirus is required.

Issuance of a YCSD Flash/Thumb Storage Drive to Student:

All students of the YCSD who receive a checked-out Chromebook device under the YCSD 1:1 Technology Policy will also receive one flash/thumb storage drive in the event that assignments, resources, and/or other documents need to be saved for future use of the student. All students will receive one storage drive per year. If the storage drive is lost, there will be a cost incurred by the student to receive an additional flash/thumb drive.

Replacement Cost of a YCSD Flash/Thumb Storage Drive to Student:

In that students receive one flash/thumb storage drive per school year, if a student loses or damages his/her storage drive, he/she can pay a fee of \$10.00 to receive a replacement storage drive with the YCSD logo and branding visible on the drive.

Checklist of Procedures for Students and Parents/Guardian to Complete Prior to Issuance of Chromebook Device:

- _____ (1) View/attend device training;
- _____ (2) Pay \$25.00 annual YCSD Technology Fee;
- _____ (3) Sign the Responsible Use of District Issued Technology Agreement User (Student);
- _____ (4) Sign the Responsible Use of District Issued Technology Agreement for Parent/Guardian; and
- _____ (5) Charge the device on a daily basis.

Listing of Agreements, Forms, and Letters:

Forms in the Appendix of this Manual Include:

- Yazoo County Chromebook Deployment Quick Tips;
- Chromebook Device Check-Out Annual Technology Agreement Form between YCSD and the Student;
- Chromebook Device Check-Out Annual Technology Agreement Form between YCSD and the Parent/Guardian;
- Fee Collection Form for YCSD;
- Damage Assessment Form and Notification to Student and Parent/Guardian;
- Replacement Notification Form/Letter;
- Student Waiver Process Application Form; and
- YCSD Chromebook Distant/Virtual Device Guidance and Handbook for Students Official Receipt Form for Parents/Guardian



APPENDIX of Necessary Forms



Yazoo County Chromebook Deployment

Quick Tips for YCSD Students

Login to Canvas:

**User Name: student email address
(firstname.lastname@yazoo.k12.ms.us)**

Password: Choose forgot password.

Canvas will email the password to the student's school gmail account

How to Check School GMAIL Account:

**User Name: student email address
(firstname.lastname@yazoo.k12.ms.us)**

Password: MSIS Number

For questions visit: <https://www.yazoo.k12.ms.us/technology>

Your questions regarding help with the checked-out device and/or software issues can be emailed to the following dedicated email address: questions@yazoo.k12.ms.us.

The following is a link that can be utilized and repairs:

<https://sites.google.com/yazoo.k12.ms.us/cbookrepair/home>



Responsible Use of District Issued Technology Agreement
Between the User (Student) and the YCSD

I, _____, accept full responsibility for the safe and secure handling of the technology device(s) issued to me by the Yazoo County School District. I accept full responsibility for the proper use of the technology device(s) under all school board policies and applicable handbooks. I understand that if there is found to be intentional loss or damage to my device(s) applicable fines may be issued.

User Name: _____

(Please Print)

User Signature: _____

Date: _____



**Responsible Use of District Issued Technology Agreement Between
Parent or Guardian and the YCSD**

As the parent/guardian of the above student, I,

_____, understand my child's responsibility in the use and care of the issued technology device(s) by the Yazoo County School District. I accept full responsibility for the proper use of my child's technology device under all applicable school board policies and the applicable handbooks. I understand that if I or my child is found to be the intentional cause of damage to the equipment, I will be responsible for all fines that may be issued.

Parent/Guardian Name:

_____ (Please Print)

Parent/Guardian Signature:

Date: _____



Annual YCSD Technology Fee Student Collection Form

2020-2021 School Year

Payment and Form Documentation:

Date: _____

Student's Name: _____

Grade Level: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Home Phone: _____

Work Phone: _____

PLEASE CHECK: _____ District Technology Fees Paid In Full

PAYMENT METHOD:

Total amount of Fees: _____

Amount Paid: _____ Money Order (make payable to YCSD)

_____ Cash (do not mail)

_____ Debit Card (VISA or MasterCard)



YCSD Damage Assessment Notification Form and Damages Assessed

The following is a fee schedule that will be utilized and assessed regarding damage to student Chromebooks:

- (1) First damage occurrence: \$25.00 fee to cover damage.
- (2) Second damage occurrence: \$50.00 fee *plus* 25% of the repair cost to repair the laptop and possible loss of take-home privileges for grades 6-12.
- (3) Third damage occurrence: \$50.00 fee *plus* 50% of the repair cost to repair the laptop and loss of take-home privileges for grades 6-12.
- (4) Fourth damage occurrence: Fair market value to repair or replace the laptop or tablet.

The Chromebook assigned to each student comes with these accessories:

- (1) A Charger for the device that should be utilized daily to ensure preparedness for class; and
- (2) A case/protective bag to prevent and ensure that each Chromebook is protected and prevent damage.

Please Note: Loss or damage to these additional accessories for the devices also requires a fee to replace. These fees include the following:

- (1) Charger: \$25.00 replacement fee; and
- (2) Protective case/Bag: \$25.00 replacement fee

The student is responsible at all times for the care and appropriate use of the Chromebook and the included accessories. If the student violates the guidelines agreed to in the YCSD Student Handbook, his/her privilege to be assigned a Chromebook and use technology may be restricted or removed and he/she may be subject to disciplinary action.

Documentation of Damages Assessed and Fee Charged to Student and Parent:

For Technology Department Only:

Documentation of Damage:

Fee Assessed: _____ Fee Paid: _____

Method of Payment: _____ Date: _____



YCSD Replacement Notification Letter

The Chromebook remains the property of the Yazoo County School District. In the event that an incident occurs and the assigned device cannot be repaired, YCSD has the right to assign a replacement device if warranted and appropriate.

A “**Replacement Chromebook Notification Form/Letter**” will be sent home with the student. At the end of the school year or upon transfer from the District, parents and students agree to return the laptop to the District in the same condition it was issued to the student, less reasonable wear.

The student/guardian is responsible for and must immediately report damage, loss, or theft of the laptop to YCSD personnel. In addition, the parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the Chromebook device issued to the student, which may have occurred at (1) school, (2) home, or (3) while the mobile device was being transported, in accordance with the policies outlined in the YCSD Student Handbook.

The parent/guardian will be held responsible for (Chromebook) replacement cost for any lost/stolen Chromebook device that is not reported within 5 calendar days. A police report **MUST BE** filed in order to be considered for a replacement device. As stated above, in the event that the assigned Chromebook device cannot be repaired, the YCSD has the right to assign a replacement Chromebook device. A “Replacement Chromebook Letter/Notification” will be sent home with the student.



YCSD Replacement Notification Letter

Date: _____

Your student, _____ is being issued a replacement Chromebook device for the following reason(s):

(1)

(2)

Student Name: _____

Grade: _____

School: _____

Chromebook Fixed Asset Number: _____

Chromebook Serial Number: _____

Reason/Rationale for Replacing YCSD Chromebook Device (please document below):



YCSD Student Waiver for Technology Fee Application Form

Please complete this form if you are requesting that the Yazoo County School District waive the technology fee of \$25.00 (one child); \$50.00 (two or more students) for the following student(s):

- (1) Student Name: _____
- (2) Date of Birth (mm/dd/yyyy): _____
- (3) Student Address: _____
- (4) Email address(es): _____
- (5) Telephone Number of Parent/Guardian: _____
- (6) Name of School: _____

Rationale for Waiver: Please use the space below to explain the reason(s) for the application and the need for a waiver to be considered.

For District Office Use Only: Documented attempts by the school and district to support the student and contact the family include:

- (1)
- (2)
- (3)

Waiver is: _____ Approved for the 2020-2021 school year
_____ Denied for the 2020-2021 school year



Yazoo County School District/Virtual Chromebook Distant Learning Device Guidance and Handbook for Students

2020-2021

Official Receipt of Parent and Student Handbook

I have received and read the Yazoo County School District Chromebook Distant Learning Program Handbook.

My child has my permission to use the YCSD Chromebook for instructional use only, and I certify that I will abide by the Yazoo County School District Acceptable Use Policy, Internet Safety Policy, and the District Chromebook Distant Learning Program Handbook.

YCSD strives to provide opportunities for all students to experience success in a safe and healthy learning environment. With this in mind, teachers will provide online instruction during the extended school closing brought about by the COVID-19 virus.

Students are expected to participate in these instructional activities and complete any lessons assigned to them.

If a Chromebook is issued, the student and parent/guardian must sign below to indicate that they assume responsibility for the device and any damages that occur to the device while in their care.

Date

Student's Signature

Parent(s)/Guardian(s) Signature

Chromebook Model and Serial Number

Chromebook Fixed Asset Number