WEST YORK AREA SCHOOL DISTRICT

1:1 Device Guide

2025-2026

This guide outlines the basic policies and procedures for 1:1 device use within the West York Area School District.

What is the Purpose of a 1:1 Program?

The purpose of the 1:1 program within the West York Area School District is to:

- Enhance the educational experience of all students by providing every student with an electronic device to access the Internet, digital course materials, and digital textbooks.
- Use project-based, inquiry-based, and collaborative learning as a primary instructional strategy.
- Integrate global awareness and digital citizenship into daily activities for students.
- Engage students by using the personalized and relevant real-time curriculum.

What is a WYASD 1:1 Device?

A 1:1 device in WYASD is an electronic device provided to our students to aid them in accessing and using digital resources and activities to enhance the learning experience. All students will receive a Google Chromebook.

Ownership of the 1:1 Device

The West York Area School District retains sole ownership and right of possession of all 1:1 devices. Devices are lent to students for educational purposes only and only for the academic year. Moreover, WYASD administrative staff and faculty retain the right to collect and/or inspect devices at any time, as well as to alter, add, or delete installed software via electronic remote access.

No Expectation of Privacy

Families/Students must understand that the WYASD has the right, without prior notice or consent, to log, supervise, access, view, monitor, track location, and record use of a student's 1:1 device. As stated previously, all 1:1 devices are subject to confiscation at any time and without notice. Students should not have any expectation of confidentiality or privacy with respect to the usage or content of their 1:1 device, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law.

Receiving Your 1:1 Device

At the beginning of each school year, parents and students will be given a Device Guide and asked to review and sign a new Device Agreement. At this time, WYASD families will also be offered an 'optional' Device Protection Plan that can be purchased to help cover the cost of maintaining the 1:1 device for that school year. The cost for this plan is subject to change from year to year and will only be offered at the start of each school year and to new students enrolling in the District.

WYASD Device Protection Program

The Device Protection Program is an optional program offered to parents and guardians of students enrolled in the West York Area School District. The protection plan is for unexpected accidents that can happen at any time. It provides peace of mind that a learner's device will be covered for damages, should they occur. If the parent/guardian chooses not to purchase the Device Protection Plan, they will be responsible for the full amount of the repair/replacement. **Each student will have a limit of three (3) accidental damage claims under the Device Protection Plan per school year. If a student damages a device more than three times or the total cost of repair exceeds $300, the student will be offered an additional Device Protection plan**. If an additional plan is not purchased any future damages that would occur would be the responsibility of the student.

The yearly cost of the WYASD Device Protection Plan for the 2025-2026 school year is **$25**. The Protection Program will start the day the District receives payment. The protection plan does NOT provide coverage for the loss of a 1:1 device and/or cosmetic damage, or damages caused by intentional misuse, abuse, or careless handling.

The Device Protection Plan is not required, but bear in mind that if you do not have an active protection plan, you will be charged the full amount for any damages that occur to the device. Prices for repair/replacement for the 2025-2026 school year are:

Full Replacement $300
Screen $80
Keyboard/Touchpad $20

Payment for the Device Protection Plan

Payment for the Device Protection Plan can be made through our School Payment Portal or by sending a check or money order made payable to the West York Area School District to your child's building **(please put the name of child/children in the Notes section of your check)**. You can find directions for submitting online payments on our District Website under the Technology Dept. section or by clicking the following link

https://www.wyasd.org/cms/lib/PA50010857/Centricity/Domain/82/TechFees-Directions.pdf

Payments can be made beginning August 20, 2025 through October 31, 2025. As a reminder, the fee for the device protection plan is $25 for the 2025-2026 school year. If a family has three (3) children, the fee for all three children will be $75.

*****IMPORTANT: Families/students choosing not to purchase a protection plan will be responsible for the full-cost to repair/replace a device that is damaged, destroyed, lost or stolen.***

Training

Students will be provided with an overview of how to log into their 1:1 device and how to access educational resources as part of their regular classroom instruction.

Digital Citizenship – one of the biggest parts of 1:1 training for students will be to incorporate Digital Citizenship into their daily use of devices. Digital Citizenship refers to the responsible use of technology. The hope of the WYASD is to teach Digital Citizenship to our students to help them understand online safety, digital literacy, and digital responsibility.

Responsibility for the 1:1 Device

Students will be solely responsible for the device issued to them and must adhere to the following:

- All students must comply with the District's District Technology Resources - Acceptable Use (Administrative Regulation 815) and corresponding Board Policy 815 - Acceptable Use of District Resources.
- Students should not leave their device in an unsecured location.
- Students should report any problem with their device immediately to their homeroom teacher or by emailing help@wyasd.org referencing their name, student ID #, and the WYASD tag number on their device.
- Students should not remove or tamper with the serial number or other identification tags on the device.
- Students should not attempt to remove or change the physical structure of the device, including the keys, screen cover, or plastic casing.
- Students should not try to install or run any operating system on the device other than the operating system supported by the District.
- Students should keep their device clean and should not touch the screen with anything other than approved computer screen cleaners.

Students may not use network resources and assigned equipment while in or out of school to:

- Attempt to defeat or bypass the District Internet filters that are in place to block inappropriate content, or to conceal the inappropriate activity.
- Use any electronic resources for unlawful purposes.
- Create, send, share, access, or download material that is abusive, hateful, threatening, harassing or sexually explicit. Electronic communication (from school or home) that is identified as cyberbullying is illegal, and will be dealt with by the building and/or District administration.
- Give out personal information including home address and/or telephone number. Students should never reveal personal information (including home address, phone number, social security #, etc.).
- Access the data or account of another user.
- Download, copy, duplicate or distribute copyrighted materials without specific written permission of the copyright owner.
- Video record staff or other students without their consent or knowledge. This includes: Video recording on laptops, webcams, cameras, or any other digital recording device.

Caring for Your 1:1 Device

Students are responsible for the general care of their 1:1 device. Any 1:1 device that is broken or fails to work properly should be reported immediately to the teacher and/or District Help Desk referencing their name, student ID #, and the WYASD tag number on their device**.**

General Considerations for Student use:

- Report all damage to your homeroom teacher or by emailing help@wyasd.org.
- No eating around the device. Food or drink should not be placed next to the 1:1 device.
- Students should never place heavy objects on top of their 1:1 device.
- Students should exercise care when inserting cords (including charger), cables, and removable storage devices into their 1:1 device.
- A 1:1 device should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- A 1:1 device should never be carried with the screen open.
- Students should never disassemble a 1:1 device and attempt their own repairs.

Charging

- Students are expected to keep their device charged.
- Students should have their charging cord with them as they travel from class to class throughout the day.
- Each 1:1 device will include an AC adapter. Students should not use any other charger to charge their device other than the one provided by the District.

Screen Care

- Do not carry the 1:1 device by its screen.
- Do not put pressure on the top of a 1:1 device when it is closed.
- Do not store a 1:1 device with the screen open.
- Do not place anything in the protective case that will press against the cover. Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth and approved computer screen cleaners.

Using Your 1:1 Device

At School

The 1:1 device is intended for use at school each and every day. In addition to teacher expectations for 1:1 device use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their 1:1 device. Students are responsible for bringing their 1:1 device to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their 1:1 device. If a student's 1:1 device is unavailable for the day due to an issue, a loaner may be issued to the student.

Email

Email is to be used for educational purposes. Students may only use their District-provided Google email account to communicate with teachers/staff and other students as directed by the teacher. The use of email for non-educational purposes by any student during instructional time may result in a disciplinary referral that will be referred to school administration.

Webcams

Each computer is equipped with a camera that has the capability of capturing still images and video. These cameras are to be used for educational purposes only. If a student is caught using these applications inappropriately, disciplinary action may be enforced by the administration. The District does not have the ability to remotely access the webcams.

Google Apps for Education

All students are assigned a Google Apps for Education account (GAFE) which gives access to the Chromebook, a variety of Google Products, and Gmail (4th-12th grades only). Google accounts are to be used for academic purposes and should be used in accordance with the Acceptable Use Policy. District email is not to be used for personal communication. GAFE Information can be found **HERE.** Student Guidelines:

- Students should not share usernames or passwords.
- All documents or files uploaded to Google Drive are to pertain to school.
- All email correspondence between students and teachers should occur through District assigned email accounts.
- All email is archived and stored for legal purposes.

The District creates a managed Google account for each student. More information about student privacy and these accounts can be found **HERE.**

The Electronic Frontier Foundation has additional information about protecting student privacy. Guide to Google Account Privacy Setting for Students can be found **HERE.**

Use of Canvas (Learning Management System) and Third Party Sites

The District has also purchased Canvas Learning Management Software to be used as the central virtual learning management tool in grades 6-12. Students will automatically be added to their classes in this system and will be able to complete assignments using this portal.

In completing assignments, students may use third party sites and software. HERE is a list of these sites along with the Terms of Service and Privacy Policy of each site. By agreeing to the Student Device Acceptance Policy, students/parents/guardians are giving permission for an account to be created or for students to log in to these services using their Google Credentials.

Software and Security

The 1:1 device is supplied with the latest ChromeOS Operating System and many other applications useful in an educational environment. The District does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings, content filters, or virus protection software.

Content Filter - The District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). A 1:1 device, and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Personalizing Your 1:1 Device

Students may add appropriate music, photos, and videos to their 1:1 device as long as they are necessary for educational purposes. Personalized media are subject to inspection and must follow the District Technology Resources - Acceptable Use (Administrative Regulation 815) and corresponding Board Policy 815 - Acceptable Use of District Resources. Students are not permitted to decorate the exterior of their 1:1 device.

Managing Your Files and Saving Your Work

Student files can be saved to their District Google Drive. Saving to this cloud platform will make the files accessible from any computer with internet access.

General Considerations for Reporting Repair/Replacement Needs:

- Students who need to have their 1:1 device repaired or replaced should make the teacher aware and/or use the District Help Desk.
- As needed, a teacher and/or student will generate a Help Desk Ticket or will be directed to the student help center.
- Technology services will document the issue and determine if the 1:1 device should be repaired or replaced.
- If repair is needed due to what appears to be malicious damage, the building administrator will be notified.
- Students will be notified by e-mail when their 1:1 device has been repaired. Repaired devices can be picked up at the designated area in each building.
- A repaired 1:1 device may need to be restored to its original settings. Locally stored files may not be able to be recovered.

Returning the Device

While a student is enrolled at WYASD, the District maintains ownership of the device. If requested by the Technology Department or an Administrator, a student may be required to turn in their 1:1 device for maintenance or inspection. Students who transfer, withdraw, or are expelled from the WYASD will be required to return their 1:1 device and accessories upon the termination of enrollment. The expectation is that all devices and accessories are in good working order when returned. If the 1:1 device and/or accessories are not returned or found to be damaged, the parent/guardian will be held responsible for repairing/replacing the device and/or the accessories.

For any assistance with the device, please contact the District Help Desk at help@wyasd.org or call (717)792-2796, Ext 2044.