



Yakima
SCHOOL DISTRICT
DISTRITO ESCOLAR

Student & Parent 1:1 Handbook

YAKIMA SCHOOL DISTRICT

School Year 2025-26

Contents

- Summary 2
- Parent and Student Responsibilities and Expectations 2
 - Student Responsibilities..... 2
 - Parent/Guardian Responsibilities 2
 - Yakima School District Responsibilities..... 3
- Responsible Use Guidelines 3
 - Taking Care of Your Laptop 3
 - Appropriate Use 4
 - Software on Laptop..... 4
 - Using the Device at School..... 4
 - Devices Left at Home 5
 - Charging Your Device’s Battery..... 5
 - Wireless Access 5
- Digital Citizenship and Healthy Media Use 5
 - Students and Digital Citizenship 5
 - Healthy Media Use Tips for Parents/Guardians 6
- Troubleshooting and Technical Support 7
 - Device Swap 7
- Responsible Care..... 7
 - Liability 8
 - Accidental Damage vs. Negligence 8
 - Reporting Damage or Loss 8
 - Repairs 8
 - Equipment Return..... 9
- Device Take Home and Parent Tools 8
 - Student Device Management for Parents 9

Summary

Yakima School District views the use of electronic resources as central to the delivery of its educational program. By providing each student a laptop computer to use at school and at home, Yakima School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment. The District's goal is that students will safely learn, share, collaborate, think critically, and solve problems to succeed in a modern, digital world. In addition, educational technology has been proven to promote student engagement and enthusiasm for learning, ultimately assisting students in acquiring knowledge and thinking skills.

Students are expected to use district technology and network resources responsibly and keep their district-issued devices safe, secure, and in good working order. This handbook outlines each party's responsibilities and will assist students and parents in meeting these expectations.

Parent and Student Responsibilities and Expectations

Student Responsibilities

Like other school district property, students are responsible for care and proper use. Students maintain the following responsibilities before, during, and after school, whether on or off campus. Concerning their district-issued laptop, students are responsible for the following:

- Using computer/device responsibly and ethically, complying with the responsible use guidelines outlined within this handbook.
- Obeying school rules concerning behavior and communication that apply to technology use.
- Avoid damaging school equipment by appropriately using the device and taking a proactive role to aid Yakima School District in the protection of the laptop by reporting all issues.
- Complying with trademark and copyright laws and all license agreements. If you are unsure, ask a teacher or parent.
- Notifying a staff member immediately of information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Returning their laptop at the end of the school year (or student's enrollment) to the district in the same condition received.
- Monitoring all activity on their account(s)/device.
- Securing their device at all times.
- Reporting any device damage to a Teacher/Parent as soon as possible.
- Protecting themselves from data loss by storing all documents in their Google Drive cloud storage account.
- Maintaining the security of their username and password at all times by not sharing or writing the information down.
- Adhering to proper etiquette and codes of conduct regarding electronic communication.
- Complying with the Yakima School District Electronic Resource Policies and Procedures at all times. (2022, 3207.1, 3207.2, 3208, 4311P, and have a signed 2311.5 on file.)

Parent/Guardian Responsibilities

The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. Parent involvement is key for keeping students safe online.

- Talk to your child about values and the standards that your child should follow when using the Internet, just as you do when using all media information sources such as television, telephones, movies, and radio.
- Be an active participant by asking your child to show you what sites they are navigating to and how they are being used in your child's education.
- Ensure that siblings and other family members are not using the device for personal use.
- Assume responsibility for the cost of repair or replacement if the device is not returned, damaged, lost, or stolen.

Yakima School District Responsibilities

Yakima School District makes every effort to equip students and families with the necessary tools and information to safely use digital devices inside and outside the school environment.

Filtering services provided in Yakima schools comply with federal regulations for the protection of students and extend to laptops when they are used away from school. Yakima School District is responsible for the following items regarding issuing students take-home devices.

- Provide internet while on campus and online course material access to its students during and after the school day.
- Provide Internet filtering and blocking of inappropriate content and content monitoring for appropriate use of productivity tools. However, no internet filtering or monitoring solutions are 100% effective; ensuring students use the device appropriately requires active adult participation.
- Provide students guidance in using the device and help assure compliance with the acceptable use policy.
- Investigate inappropriate use of resources.

Responsible Use Guidelines

The following guidelines are provided so that students and families are aware of the responsibilities students accept when they use a district-owned device. This requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines may result in disciplinary action and a restriction of laptop privileges. Students receive device-related training throughout their academic careers at Yakima School District with the goal of becoming responsible digital citizens.

Taking Care of Your Laptop

Students are responsible for the general care of their issued laptops. Laptops that are broken or fail to work properly must be taken to the designated school technology checkout for evaluation. Proper care and maintenance will reduce computer malfunctions.

The following are some important care tips for laptops:

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Laptop to prevent damage.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Yakima School District.
- Laptops are very sensitive to extreme heat and cold; avoid exposing the laptops to these conditions.
- Do not stack books or heavy materials on top of the laptop.
- Do not lean against the device or on your backpack with the device inside.

- Never leave laptops unattended in an unlocked or unsupervised area.

Appropriate Use

Digital devices and the Internet are great learning tools and can enhance student learning when used appropriately. All use of technology should support learning, follow all laws, and be school-appropriate.

Students are encouraged to:

- Create files, digital projects, videos, web pages and podcasts using network resources in support of education and research.
- Participate in blogs, wikis, bulletin boards, networking sites, and groups that support education and research.
- Create content that supports education and research.

Students are prohibited from:

- Installing or transmitting copyrighted materials
- Actions that violate [Board Policy](#) or public law
- Changing device settings, except personal settings such as font size, brightness, etc.
- Gaining access to other student's accounts, files, and/or data
- Using anonymous and/or false communications
- Using the device camera to take inappropriate photographs, including photographs, without an individual's permission.
- Giving out personal information over the Internet.
- Any malicious attempt to harm or destroy hardware, software, or data
- Bypassing the Yakima School District web filter and monitoring or any other security systems
- Cyberbullying, harassing, or distributing hateful content of any kind, including discriminatory jokes and remarks.
- Allowing the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures on their device.

Software on Laptop

The software/apps initially installed by the Yakima School District must always remain on the laptop. Yakima School District will manage the laptop to contain the necessary apps for schoolwork. Students are not to install software for personal use (gaming, social media, messaging, etc.) and/or gain. Updated versions of licensed software/apps will be deployed through Yakima School District's Technology Department. Updates are required to address software bugs and vulnerabilities or to enhance the software feature set. The Technology Department will work to minimize software updates' impact on instruction.

Using the Device at School

Devices are intended for use each school day. Students are expected to bring their devices charged to all classes unless their teacher explicitly instructs them not to do so. When the device is used for in-class assignments, the student is required to use the device exclusively for the work associated with a class. If a student is found doing anything that is not directly related to class, privileges may be lost, and necessary disciplinary action will be taken. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.

Students may be selected for random laptop inspections. Students should not have any expectation of privacy concerning the use of their device, as an inspection could include an inspection of all materials saved or accessed by the YSD laptop but not limited to websites visited, searchable terms, email content, or browser history. The physical condition of the laptop will be inspected to ensure the district ID tags and barcodes are present and that no additional stickers/marks/skins are on the outside of the device. Devices are the property of Yakima School District, and staff members may confiscate any device at any time for any purpose.

Devices Left at Home

If students leave their devices at home, they are responsible for completing the coursework as if their devices were present. Students who repeatedly leave their devices at home may have their take-home privileges revoked.

Charging Your Device's Battery

Devices must be brought to school each day and fully charged. Students must also charge their devices each evening. Students who repeatedly (as determined by any staff member) fail to bring their devices to school charged may have their take-home privileges revoked.

Wireless Access

Several options exist for using the laptop away from school, even for families who do not have internet service at home. The laptops can still be used without an internet connection (offline). In an offline mode, students can still work with downloaded content and complete assignments using the Microsoft Office suite.

Digital Citizenship and Healthy Media Use

Yakima School District is committed to ensuring its students use technology to become lifelong learners and engaged citizens capable of using technology to create, collaborate, communicate, and solve problems. Much like the physical world, children need to be taught and mentored on using technology and acting appropriately online. The following is a framework for student online behavior and parent tips on fostering healthy media use within their child.

Students and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the four following principles:

- **Respect Yourself.** Show respect for yourself through your actions. Select online names that are appropriate. Use caution when posting information, images, and other media online. Carefully consider what personal information about your life, experiences, or relationships you post. Do not be obscene, and act with integrity.
- **Protect Yourself.** Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact information, or a schedule of your activities. Report any attacks or inappropriate behavior directed towards you while online. Protect passwords, accounts, and resources.
- **Respect Others.** Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people. Show respect for other people in your choice of websites: do not visit sites that are degrading to others, pornographic, racist, or inappropriate. Do not enter other people's private spaces or areas.
- **Protect Others.** Protect others by reporting abuse and not forwarding inappropriate materials

or communications. Avoid unacceptable materials and conversations.

Healthy Media Use Tips for Parents/Guardians

Today's children are immersed in digital media, which can be enriching when balanced with their physical lives. Media use should be safe and not disrupt other activities, such as play, study, in-person interaction, and sleep. It is important that the adults in your child's life act as media mentors, teaching and demonstrating a healthy use of digital media.

Here are some suggestions to keep your child safe and healthy as they grow their digital media competency.

- Talk to your children about the values and standards you expect them to follow when using the Internet, similar to the standards discussed for television, telephone, movies, and music use.
- Investigate and apply parental controls available through your internet service provider.
- Develop a set of rules/expectations for device use at home.
- Place consistent limits on the time spent using media and the types of media, and make sure media does not take the place of adequate sleep, physical activity, and other behaviors essential to health.
- Designate media-free times together, such as dinner or driving, and media-free locations at home, such as bedrooms.
- Model good behavior. Show children how to be polite and respectful and let them know that is the behavior you expect when interacting digitally.
- Only allow device use in common rooms of the home (e.g., living room or kitchen), and not in bedrooms.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Put all electronic devices "to bed" for the night at a designated time and in a designated location. This is a great way to ensure the laptop is also charged nightly.
- Turn off your home WiFi at appropriate times. Many of the laptop features require an Internet connection to function. Turning off your home WiFi at night can prevent late-night activities that disrupt the student's sleep and health.
- Monitor activity on your child's account and view your child's internet history by pressing (CTRL) + (H)
- Understand the technology. Open a personal email account yourself and/or get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.
- Consider creating a [Family Media Plan](#) to ensure that media use within your home is purposeful and healthy.

For additional information on healthy digital media habits, consider [Common Sense Media](#). Common Sense is a leading nonprofit organization dedicated to improving the lives of kids and families by providing trustworthy information and education on 21st-century topics.

Troubleshooting and Technical Support

Yakima School District (YSD) technical support is available during normal school hours. Extended support is available until 5:00 p.m. on school days from the YSD Technology Department. When a technical problem arises, students can practice basic troubleshooting steps to identify and correct minor problems and conserve instructional time.

1. Student tries to fix the problem.
 - Always try restarting the device as the first step in troubleshooting.
 - If unable to access the internet, ensure that wireless is enabled, and the device is connected to a network.
 - If appropriate, the student may ask a classmate for help.
 - Student may ask a teacher if the teacher is available to help for this purpose.
 - Students are reminded not to interrupt classroom instruction or waste too much time troubleshooting so they do not miss too much class time.
2. If the student is unable to resolve the problem, the student takes the device to the building Technology Office and swaps the device for a working device. The student returns to class with a working device. The student keeps the device for the remainder of the school year.

Students are not allowed to take their laptops to an outside company or party. The YSD Technology Department will handle all repairs, technical support, and troubleshooting.

Device Swap

Yakima School District desires to limit the impact of malfunctioning devices on classroom instruction, so the district offers a quick replacement center at each building. If a student experiences an issue, they may go to the Technology Checkout at their building to have their device evaluated and immediately swapped out if it is deemed unrepairable by malfunction or damaged. The student's replacement device now becomes their permanent device. If the result of the malfunction is determined to be a cause that requires a Protection Plan claim, the student and family will be notified.

Students should keep all files stored in the cloud on Google Drive to ensure they can maintain access to their files through the device replacement process. While under repair, no caution will be taken to save files stored locally on devices.

Responsible Care

The educational program at your student's school includes a laptop that will be issued to your student for use at school and home. Yakima School District (YSD) is excited to make this powerful tool available to its students.

Just like textbooks, team uniforms, and other school property issued to students for school purposes, there is a responsibility to care for and return the property in the same condition as it was received. However, accidents or loss may happen, even when students are doing their best to take care of their devices. In these cases, state regulations and district policies require a fine to be assessed to cover the repair or replacement of district property.

Liability

Devices are on loan to students and remain the property of the Yakima School District. Yakima School District will incur the repair cost for damaged equipment resulting from normal use or equipment malfunction. Costs for all other damage, loss, or theft—whether intentional or accidental—will be the responsibility of the student and will result in the student being charged the repair or replacement cost.

Accidental Damage vs. Negligence

Accidents do happen. However, there is a difference between an accident and negligence. Accidental damage includes damage despite following all guidelines for laptop care and handling. Leaving the laptop unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc., do NOT qualify as a legitimate claim for unavoidable theft, loss, or damage.

Negligence is defined as failure to exercise proper care and/or take appropriate precautions, as described in the student handbook, resulting in damage or loss of equipment. If a device is damaged due to willful or negligent actions, students will be subject to discipline and be responsible for the cost of repair or replacement.

The district recognizes that laptops are consumable devices and expects that as they age, they will show signs of wear and be more prone to technical failure.

Any laptop lost or stolen will be remotely disabled, and all functionality will be removed until the device is returned. If a lost laptop is recovered in working condition, the fine or cost of replacement paid by the student will be refunded.

A police report must be filed for all equipment being reported as stolen. The student or parent must provide a copy of the police report to the school in a timely manner (4 days after discovering the theft). If there is no clear evidence of theft or the equipment has been lost due to student negligence, the student and parent will be responsible for replacing the item(s) at the time of loss. Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for the full replacement cost to the student at the time of loss.

A fine may be issued for replacement costs for lost charging cords or adapters, cases, peripheral equipment, willful damage (e.g., missing keys), or failure to check in or return a device. If these items are lost or damaged.

As determined by district staff, damage that is purely cosmetic in nature will not be repaired unless there is reasonable concern it will lead to further issues.

Yakima School District is not responsible for lost or corrupted data.

Standard rules for restricting records and transcripts apply to all unpaid fines.

Reporting Damage or Loss

If the device is damaged or lost, contact school staff immediately. Any technical issue must be reported to the school Technology Office to avoid further damage. Families should notify local law enforcement in the event of theft or damage due to criminal activity.

Repairs

Regardless of the cause of damage or malfunction, YSD Technical Support is available to assist students with getting issues resolved quickly. If it is determined that a device needs extensive repair, Technology Office staff will swap out the student’s device with an operable one. Do not take YSD-owned devices to an outside computer service for repair.

Repair costs range from \$14-\$820 and include only the cost of the repair parts; the district does not charge labor for repairs. The table below contains costs for the most commonly incurred replacement parts.

Component	Student Windows Laptop	Student Chromebook Laptop	CTE Student Laptop
Complete replacement Dell 3180/3190	\$55	\$55	\$55
Complete replacement Dell 3120	\$265.50	\$402.62	\$265.50
Complete replacement Dell 3140	\$630.11	NA	\$630.11
Screen	\$45-129	\$130	\$300
Audio Jack	\$10 - #32	\$10	\$10
Battery	\$56	\$52	\$70
Keyboard (depending on the laptop Model)	\$18-43	\$50	\$90
Charger	\$25	\$25	\$25
Cases	\$25	\$25	\$25
Bezel (keyboard or screen)	\$20	\$20	\$30
Stylus Pen	NA	NA	\$40

Equipment Return

All Yakima School District-owned devices must be returned when the student unenrolls from the building. Students leaving the district mid-year must return the device to the building Technology Office. As part of the return procedure, the device will be inspected to ensure that it is functioning properly and is not damaged.

Students who withdraw or leave the Yakima School District and do not return the student-issued device will be subject to a full replacement fine, and law enforcement may be involved to recover Yakima School District property. The laptop will be remotely disabled and all functionality removed until it is returned.

Device Take Home and Parent Tools

Laptops are powerful learning resources and integral to Yakima School District students' education. Students cannot fully participate in instructional activities without a district-issued laptop.

The district's instructional materials and assessments are delivered in a digital format, and students must have access to these materials on and off campus to participate fully in school. When creating lessons, teachers consider ways the device can enhance the learning experience; therefore, students must have a device. Should the device become an issue, parents should contact the Administration to see if a solution can be found. If parents have reservations about their student having a device at home, they should work with their school administrator to ensure their student can still participate in home learning activities.

Student Device Management for Parents

Yakima School District offers free online controls to parents. These controls allow you to monitor and manage your child's district-issued laptop after school hours.

- View Lock your child's device with a custom message
- View Schedule times of non-use for your child's device
- View 24 hours of your child's web browsing history