

YCSD 1:1 Technology Program: Division-issued Device Information

YCSD's 1:1 Technology Program supports student learning in school and at home by providing consistency and structure for your child's educational experience. We encourage you to begin using your device and accessing YCSD tools and applications *as soon as possible and before the school year begins*. To view this handout and the links provided online, visit the [1:1 Technology Program](#) on the division website. For questions, contact the YCSD Help Desk at **757-527-4819**.

Safety & Security

YCSD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Your device is set up specifically for a student to access important YCSD tools and resources. Only YCSD students can log in to division-issued devices.

As such, installing additional software, applications, or programs – including printers - on these devices is not permitted. Filtering services provided in our schools are also installed in all division-issued devices. Some websites may be blocked and internet searches are maintained as a division record.

General Use and Care Guidelines

All students and families are responsible for following the division's 1:1 Student/Parent Handbook and the division's Acceptable Use Policy. Students are also expected to treat devices carefully.

- Do not leave the device unattended in a vehicle or public place
- Store the device on a desk, table or backpack - never on the floor!
- Protect the device from food, drinks, other liquids, and pets
- Do not close a laptop lid with anything inside the device (headphones, pencils, etc.)
- Use both hands when carrying the device
- Wipe with a soft cloth to clean - do not use cleaning chemicals on the device or screen
- Report any device damage to the Information Technology department within 24 hours (**757-527-4819 or ycsdITsupport@ycsd.york.va.us**)
- Do not attempt to repair a device yourself or by another provider
- Charge the device fully each night

Connecting to the Internet

Chromebook

Click on the time icon in the bottom right corner of the screen.



Select the dropdown arrow before the Wi-Fi symbol.

Select your home Wi-Fi and enter your password.

Turn on "automatically connect to this network."

Windows Notebook Computer

Click on the Wi-Fi icon in the bottom right corner of the screen.



Select a Wi-Fi network from the pop-up list and enter your password.

Check the "connect automatically" box

iPads

Tap the Settings icon on your Home Screen.



Turn on Wi-Fi (device will search for available networks).

Select your network and enter your network's password.

Tap Join and slide the auto-join button to on.

Logging in and Using Your Device

You must have your student ID to use a division-issued device. The student's username is the Student ID number (also their lunch number) and **@ystu.ycsd.york.va.us**. Example: **123456@ystu.ycsd.york.va.us**

- Schools provide new students a username and password in a secure "account letter" shortly after enrollment. If you have not yet received this letter or email, please call the school for assistance.
- Returning students who do not know their student ID or password, can contact the YCSD Help Desk at **757-527-4819** or their school office.

Chrome Devices

1. Connect to Wi-Fi
2. Click Add Person
3. Click Next
4. Enter your YCSD username (123456@ystu.ycsd.york.va.us)
5. Click Next
6. Enter your password
7. Click Sign In
8. Select Stay Signed In
9. Click Get Started

Windows Devices

1. Connect to Wi-Fi
2. Click Other User
3. Enter your YCSD username (123456@ystu.ycsd.york.va.us)
4. Enter your password
5. Press the enter key

YCSD programs and applications

Canvas

A Learning Management System (LMS), Canvas is an online platform that serves as the central site for class assignments and materials, due dates, resources and teacher feedback. Students can also take assessments online via Mastery Connect in Canvas.

Student Account Access: <https://ycsd.instructure.com/login/saml/7>

Parent Account Access: <https://ycsd.instructure.com/login/canvas>

** Students must generate a Pairing Code for parent accounts from their Canvas account - Settings - Pair with Observer*

To learn more about Canvas, visit yorkcountyschools.org/Canvas for helpful "how-to" videos, tips and links.

Microsoft Office 365 and Teams

Office 365 is the cloud-based version of Microsoft Office suite (Word, Excel, PowerPoint, Outlook Email, etc.) that also includes tools such as OneNote and Teams. YCSD uses Office 365 as a means for students and staff to collaborate, create and store documents and work, and hold video conference meetings.

- One Drive – create, save and store student work (files and documents)
- Outlook – access student YCSD email (*Per the YCSD AUP - "Students under the age of 13 will only be able to send and receive email from staff and students from within the division."*)
- Teams – participate in video conferencing, virtual learning and collaboration

Student Account Access:

Chromebook: use the YCSD bookmark link in the top right of the web browser
click on the three stacked dots and click bookmarks

Windows Notebook Computer: go to portal.office.com and log in using YCSD username and password

iPad: click on the YCSD icon to access

Aspen

Aspen is the division's official student information system (SIS) to provide secure access to official student grades, attendance and other data.

Account Access: yorksis.ycsd.york.va.us/aspden/logon.do

Student Accounts: use your YCSD student ID and division password

Parent Accounts: New parents/guardians, and those who have not created accounts previously, can request passwords from their child's school after September 22 to be able to monitor grades (multiple students can be connected under one parent account)

Existing Aspen account users can reset passwords using the 'Forgotten Password' link on the login page.