

**Oregon Youth Authority  
Education Services**



**E-learning Digital Device Access for Facilities**

*OYA encourages youth to be informed, literate, critical thinkers through the use of pioneering and advanced digital learning tools.*

**The Oregon Youth Authority's (OYA) vision for  
e-learning digital device access to education content:**

**Digital access can be gained through desktop, laptop and mobile devices, also known as e-learning digital devices (ELDDs).** These are general purpose computers intended to be operated directly by an end-user with no intervening computer operator. Examples of ELDDs include computers, desktop or tower, laptops, notebooks, netbooks, tablets, Chromebooks, hybrids (tablet w/detachable keyboard), touch pads and electronic slate devices.

OYA strives to provide youth with the latest tools and technological resources to support learning so they can lead productive, crime-free lives after their commitments are complete.

Increasing youth access to technology is vital to this goal. One of the benefits of additional ELDD access is to maximize the full potential of youth so they can be prepared for post-secondary education and the modern workplace.

ELDD access and use by youth is a privilege that may be revoked by OYA if abused.

#### **Why do students need additional computer access?**

- Portable ELDD access skills for future employment and continued education.
- Personalized learning, including new ways of communicating and tackling education and vocational goals.
- Digital skills transformation.
- Open source college education courses.
- Increased education and vocational focus during non-school hours.
- Contextual learning, including projects and learning outside of the classroom.

#### **Goals for students**

- Increase and refine ELDD skills and academic productivity outside the classroom.
- Capitalize on the convergence of electronic resources with college resources such as textbooks, research articles, current media and best practices in education.
- Promote additional learning in facilities.
- Promote individual responsibility with access to educational resources in facilities.

- Help youth develop study skills and collaborate safely and effectively.
- Engage and participate in discussions about courses.

### **Receiving access**

- Students will receive an orientation session to learn how to access their ELDD. Each facility will develop its own process for signing out and tracking devices.
- Students will be responsible for their time on the ELDD under the supervision of staff.
- ELDD access will be tracked for each youth by his or her facility.

### **ELDD use**

- ELDD access and use is a privilege intended for the educational and career benefit of youth while in the care and custody of OYA. The agency may revoke this privilege at any time if it is abused.
- ELDDs and all accessories will be tracked and maintained within the unit.
- ELDDs will be cared for, kept clean, and not used for inappropriate purposes, as determined by OYA.
- ELDDs will be inspected for damage. In the case of abuse, neglect or intentional damage, access rights and damages will be assessed. OYA will determine corrective action.
- As a user of the ELDD, youth acknowledge, and are required to follow, basic use guidelines that the unit sets forth.

### **Computer care**

Students are responsible for the general care of the ELDD issued to their unit or learning center. Damaged or malfunctioning ELDDs must be reported to staff as soon as possible. ELDDs are the property of OYA and all users will follow these procedures and the OYA Acceptable Use Policy.

### **General precautions**

- Don't consume food and drinks at the ELDD terminal.
- Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean an ELDD, screen or keyboard. ELDDs and

liquids don't mix.

- Do not attempt to gain access to the internal electronics or repair of an ELDD. If an ELDD fails to work or is damaged, report the problem to a teacher or OYA staff.
- Never move the ELDD work station unless directed by staff.
- Avoid tangling cords and cables on the floor.
- Avoid putting anything on top of the ELDD or monitor.
- Keep ELDDs free of any writing, drawing, stickers or labels that are not the property of the OYA.
- Do not modify or remove the ELDDs unique identification number or label.
- Maintain ELDDs in a space that is temperature controlled.

### **Repairing or replacing an ELDD**

OYA assumes the financial liability for ELDD repairs or replacements that result from normal and typical daily use.

### **Staff responsibility**

- Ensure appropriate care during student use.
- Ensure fair sharing of ELDD time.
- Encourage youth to explore potential areas of study.
- Contact supervisor if any questions or concerns arise with equipment.
- Help students develop a study routine, create a unit routine for their ELDD use, and define a routine for access and use.
- Review care and use policies with youth and set clear expectations and limitations for use.

## **Why is there a computer and or Chromebook on my unit for the youth?**

We have acquired computers and Chromebooks to locate on living units. These computers have education content from a variety of sponsors. Some computers are standalone and others connect to the RACHEL server through a closed Wi-Fi signal. The RACHEL server emits a wireless signal, just like when you connect to a website. This signal provides access to education content that is stored directly on the RACHEL device. Any device with wireless and a web browser (a laptop, Chromebook or tablet) can connect to RACHEL's wireless signal.

Your school or facility staff will have instructions on how to check out the Chromebook / computer and how youth login.

## **What about supervision of the computers?**

No constant supervision is necessary while the youth are working on the computers. Below are some points to be aware of:

- **Secure closed wireless internet** – Youth gain Wi-Fi access only to the RACHEL server. If the youth happen to connect to an outside wireless signal system that is a violation of their user agreement. Report any violations.
- **Browsing** – For youth using the Guest Log-in with a Chromebook can only access browsing. No file downloads or apps for use.
- **Headphones required** – Each youth will need headphones to listen to the videos. Most youth have their own headphones.
- **Education content** – Youth can access Study.com formerly known as Education Portal course content and the OYA Work crew Vignette trainings.

## **Can the youth take notes on or communicate through the computers?**

The main use of the computers are to browse and read content.

## **Why are the OYA work crew vignettes on the computers and RACHEL?**

These were placed on the computers as a way to deliver the content from the OYA intranet's Youth Work Programs and Safety Training (YWPST) webpage. The content includes job descriptions and job hazard analysis reports. Great content for those wanting a head start.

## **How do I control who uses the computer in the cottage?**

Each cottage determines how to use this resource. Remember we are working toward Positive Human Development (PHD) and higher education as an agency. Access should not be used for disciplinary purposes. It should be made available and presented so the youth know it will help them be successful after they leave OYA. This is not for every youth but we want to make it available to those who will use it.

**How do I track the youth's progress on the computers?**

College students must track their own progress. They have to make arrangements if they miss a class or lesson. The same applies to youth at OYA. They must track their own progress for the course material.

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