



**STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES**

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April 7, 2020

Interim Directive

TO: Superintendents
Regional Administrators
Community Facility Administrators

FROM: Kathleen Harvey, Director, Community, Reentry and Parole Programs
Harvey Perez, Director, Institution Programs

SUBJECT: YOUTH USE OF LAPTOPS AS EDUCATIONAL TOOLS
COVID-19 Emergency Response

GUIDANCE AND RESOURCES: World Possible Justice, Vera Institute of Justice,
Oregon Youth Authority

EFFECTIVE DATE: April 1, 2020

USE OF ELECTRONIC DEVICES (LAPTOPS) AS EDUCATIONAL TOOLS:

JR will provide youth and young adults access to a JR approved laptop to meet their educational goals. All staff are expected to support the use of educational laptops across the continuum.

BACKGROUND:

Each Institution and Community Facility will receive a supply of Endless Justice laptop devices to provide JR youth and young adults access to a digital learning environment. These devices do not have access to the internet unless they are docked on a Wi-Fi activated base, and are safe for use in the living units. Youth and young adults may use them in their rooms as an educational and rehabilitation tool.

The laptops are pre-loaded with over 100 free apps and materials including:

- **Classroom and self-study** – Kahn Academy, study guides, apprenticeship skills, college courses, coding, media arts, and reading and math programs.
- **Transition and Reentry** – career readiness, resume and cover letter templates, independent living skills, money management, internet safety, goal setting, and employment success.
- **Treatment** – DBT mindfulness virtual course, and journal templates.
- **Cultural enrichment** – music, history, poetry, Ted talks, and hundreds of books.

Training and orientation to the laptops will be provided to youth and staff at each facility.

Guidelines for Staff Include:

- A process to assign the laptops to JR youth
- Training on content and ideas for laptop use
- Technical Assistance available through World Possible Justice and designated supports
- Local site IT support and partnership for laptops
- Protocol for misuse of the laptops.

Next Steps:

- Each facility will designate a Point of Contact(s) to participate in training and support of the laptops. [Facility contacts](#) are listed on the JR Reentry SharePoint.
- Training will be provided via WebEx and recorded for future viewing.
- [Additional training tools](#) will be available via the JR Reentry SharePoint.
- Laptops will be assigned to students for immediate use.
- Establishment of paid work experiences for youth on site at JR facilities to assist with this implementation. This includes being a point of contact for technical assistance, creation of a frequently asked questions document, and maintenance of the laptops.

Helpful Tools:

- The following tools are available on the [JR Reentry SharePoint](#) site:
 - [Laptop Content Guide](#)
 - [Laptop Deployment Prep Training](#)
 - [Laptop User Agreement](#)
 - [Form 00-003 Laptop Deployment Tracking Form](#)
 - Frequently Asked Questions for Youth and Staff (in development)

For questions, please contact Lisa McAllister at Lisa.McAllister@dcyf.wa.gov or 360-902-8463.