

Evergreen Local Schools

“Building on Tradition, Committed to Excellence, Cultivating the Future”

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EVERGREEN LOCAL SCHOOLS

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Angela Infante, Director of Technology

March 13, 2020

Dear Third Grade Parents,

In an effort to be proactive, we have sent third grade students home today with a district-issued Chromebook. Rest assured, there are to be no assignments issued over the next three-week school closure. If the Governor’s directive should be expanded, we will be requiring teachers to conduct online/at-home instruction beginning April 6. *Again, sending Chromebooks home is only in case the school closure order is extended longer than three weeks.*

Your child will receive his/her Chromebook in a protective case with a mouse, earbuds, and a power pack charging unit. Due to the unprecedented nature of our mandated school closing, the \$25 annual protection plan is being waived for third graders. Students will keep the Chromebooks in their possession through the end of this school year, regardless of when school resumes. Third grade students will be responsible for keeping their Chromebooks charged at home as well as transporting their Chromebooks to and from school. The Chromebook chargers should be left at home. Third graders will turn their Chromebooks back into EES when the school year ends for proper cleaning and updating.

If the school closure should be extended, an email with further instructions will be sent to you. This information will also be posted to our website at www.evgvikings.org.

If you have any Chromebook issues during this time, please contact Angela Infante, Director of Technology at either 419-644-3521 ext. 1115 or AInfante@evgvikings.org.

Thank you again for your cooperation and understanding in this matter.

Sincerely,

Eric J. Smola
Superintendent

1:1 Revised Chromebook Initiative for Grade 3:

The Chromebooks and accessories issued to third graders are property of Evergreen Local Schools, and are subject to all the policies and bylaws associated with Evergreen Local Schools.

Damages and Repairs:

In the event of accidental damage to the Chromebook or accessories, the following guidelines are in place for repairs. A Chromebook is defined as the computer/laptop, and accessories are defined as the battery pack charging cord and protective case:

1. In the event of intentional property damage, the student assumes 100% cost of repairs. All internal malfunctions will be covered by Evergreen Local Schools.
2. In the event of damage, students will need to fill out a support ticket found on their Clever portal, school website under the 1:1 Chromebook tab or emailing support@evgvikings.org. Name, Chromebook # (CBEL_###) and a brief description is required. Damages will be assessed by the Technology Department and/or administration to determine how best to proceed. In the interim, another Chromebook will be provided to the student until the student's Chromebook has been repaired.
3. The technology coordinator and administration have the right to alter these guidelines when deemed appropriate.

Daily Rules and Procedures:

1. All Chromebooks will have a sticker provided by the Evergreen Local School District identifying its student user. If a Chromebook is lost or stolen, contact the Technology Coordinator or an administrator immediately.
2. Administration, teachers and staff have their own classroom management plans and procedures regarding Chromebook usage. Students may only use their Chromebooks when given express permission by the teacher/staff member. Failure to comply may result in disciplinary action.
3. Students are expected to have their Chromebooks fully charged at the beginning of each day. It is important for students to have their Chromebooks charged each morning for immediate use. Disciplinary action may be issued for students who habitually bring their devices to school without a full charge, or forget to bring their Chromebook to school on multiple occasions.

4. Students are expected to take their Chromebook to every class, unless directed otherwise. Since teachers are encouraged to operate a digital classroom with online content, it is imperative for the Chromebooks to be with students all day.
5. Chromebook browsing history and G-Suite content is subject to be searched by school personnel at any time. Inappropriate usage will be met with disciplinary action.
6. Refrain from placing stickers or drawing on the Chromebook or protective case.
7. Do not remove the identification stickers provided by the Evergreen Local School District.
8. Illegally bypassing the web filter for any reason will result in disciplinary action.
9. Inappropriate images or media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary action.
10. Students must keep passwords confidential.
11. Sound must be muted at all times unless specifically instructed otherwise by school personnel.
12. Digital sharing of documents is preferred. Printing is discouraged but available as needed. Elementary students can print from Chromebooks if instructed by their teacher. Any unnecessary printing from Chromebooks will result in disciplinary action.
13. The Chromebook should not be used when food and drink is present.
14. For more information on guidelines, frequently asked questions, and Chromebook information, please see the district website.
15. If a Chromebook or accessories are stolen, report the theft to administration immediately. The associated costs resulting from the theft may be absorbed by the school district pending investigation.
16. Chromebooks will be used for mandatory state assessments, and may be collected for a brief time in order to prepare the devices for testing and/or software updates.