



Dear Parents/Guardians,

I hope this letter finds you well and you are getting back into the swing of school. As we get in gear for this new school year, we want to inform you about an important policy regarding Chromebooks and chargers that will impact students from 2nd grade through 12th grade.

Each student was issued a Chromebook and charger for educational purposes during the first full week of school to start off their academic year. It is crucial that these devices are handled with care and responsibility. Students will be held accountable for the proper use and safekeeping of their assigned Chromebook and charger.

In the unfortunate event of any damage to the Chromebook or charger, please be aware that we take such matters seriously. All damage incidents will be carefully reviewed by our technology director to assess the extent of the issue and the necessary repairs. We want to outline the associated costs for your reference:

- Charger Replacement: \$20
- Screen Replacement for a Chromebook: \$75
- Full Dell Chromebook 3120 Replacement: \$300
- Full Dell Chromebook 3110 Replacement: \$250
- Full Dell Chromebook 3100 Replacement: \$200

If damage occurs, parents will receive an email from the Technology Director explaining the extent of the damage and the associated costs. Following this notification, you can expect to receive a bill from the school for the necessary repairs or replacements. If you are unable to pay the full amount upon receipt of the bill, the building secretary will be happy to assist you in setting up a payment plan.

During the repair process, students will be provided with an older style Chromebook to ensure continuity in their education until parts can be ordered and/or replaced.

Additionally, we are excited to announce a special initiative for incoming freshmen. Each freshman will receive a brand new Chromebook to start their high school career with. This Chromebook will accompany them throughout their high school years. As an incentive for

responsible device care, seniors will have the option to purchase their Chromebook for a fee of \$40 at the end of their senior year.

To ensure a smooth start to the school year and to minimize any disruptions in learning, we kindly ask that you discuss the importance of responsible device use with your child. Emphasizing the following points may be helpful:

1. **Careful Handling:** Encourage your child to handle the Chromebook and charger with care, avoiding dropping or mishandling them.
2. **Safe Storage:** Remind your child to store the Chromebook securely when not in use, preferably in a protective case.
3. **Prompt Reporting:** Instruct your child to report any issues or concerns with the Chromebook or charger to their teacher or Technology Director immediately.

By working together, we can ensure that each student has access to the necessary technology for their education throughout the school year and beyond.

Thank you for your attention to this important matter. Should you have any questions or concerns, please do not hesitate to reach out to us. We look forward to a successful and productive school year ahead.

Warm regards,

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