

Dear Unit 4 Families,

This week your student was assigned a District issued Chromebook. This Chromebook is a crucial learning tool. Champaign Unit 4 Schools is committed to the Unit 4 Strategic Plan Priority 2, Strategy 6, of investing in tools and technology to support flexible, accessible, and adaptive teaching and learning in and outside of schools and ensure that technology resources equitably address school and student needs.

A key component of this commitment is ensuring that classrooms have the resources required to support learning in a fully integrated 1:1 environment. Please see the chart below regarding grade level and expectations.

Grade level	Classroom Device Environment and Expectations
K-2	• Each student has an assigned device (2-in-1 Chromebook touch) • Devices remain in the classroom overnight. Students practice taking their device home periodically in preparation for inclement weather or e-learning day
3-5	• Each student has an assigned device (Chromebook) • Students take them home 2-3 nights a week, depending on teacher discretion
6-12	• Each student has an assigned device (Chromebook) • Students take them home every night and are expected to bring them back to school fully charged each day

As educators, we strive to teach students to become responsible digital citizens. But we need your help as well. We ask that you spend a few minutes talking with your student about the use and care of the District issued Chromebook this week.

Here are tips for ensuring the care and maintenance of the device:

1. Find a safe place for your student to store and charge their device each night (or whenever they bring it home).
2. Make sure there is nothing on the keyboard before closing the lid.
3. No food or drinks should be placed next to Chromebooks.
4. Keep your Chromebook SECURE. Do not leave it unattended in public spaces.
5. Never lift your Chromebook by the screen; and never place heavy objects on top of the Chromebook.

Together we can help our students become excellent digital citizens. Our goal remains to ensure that every student receives an exceptional educational experience.

Sincerely,
Champaign Unit 4 School District