



## **IMPORTANT Device Information**

Congratulations! Your student has been issued a Chromebook or iPad to support their learning. Here is some important information about your child's school device.

### **iPads**

All kindergarten through first graders will use an iPad. The iPad will come preloaded with school issued apps. All apps will be updated through the district management system. iPads can be used at home and an additional letter is attached to explain how to access your home Wi-Fi.

### **Chromebooks**

All second through fifth graders will use a Chromebook. A Chromebook is a personal computer running Google Chrome as its operating system. Chromebooks are designed to be used while connected to the Internet and to support applications found on the Web. Chromebooks also have Google products built-in and, within seconds of logging in, students can access their personal Google Apps account. Because it is stored on the internet/cloud, all work is automatically saved, no work can be lost, and all work can be accessed from anywhere. They can also continue to work on school programs that are web-based; like IXL and RazKids. Finally, Chromebooks meet state testing requirements.

### **Logging into a Chromebook**

- Students will log into their Chromebook using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.
- A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.

### **Student Expectations**

- To follow expectations outlined in the RCS Technology Acceptable Use Policy.
- To bring devices fully charged to school each day.
- To maintain careful use of school property.

### **Taking Care of Your Device**

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the school's Technology Specialist as soon as possible, so they can properly be repaired. District-owned devices should never be taken to an outside computer service for any type of repair or maintenance. Parents should regularly and randomly check their student's device for any wear and tear or misuse.

### **General Precautions**

- Cords, cables, and removable storage devices must be inserted carefully into devices.
- No food or drink should be next to devices.
- Devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of devices.
- Devices should never be taken out of their backpack on the bus.

### **Carrying Devices**

- Never carry Chromebooks with the screen open.
- Students are expected to transport their Chromebooks and iPads in the District issued case.
- Never lift Chromebooks by the screen.
- Never store papers or other items (pens or pencils) in between the screen and keyboard.

### **Screen Case**

The device screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a case.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **Backgrounds, Themes and Sounds**

- Inappropriate media may not be used as Chromebook and iPad backgrounds or themes. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Students should have their own personal set of headphones for sanitary reasons.
- Although an external mouse is not needed, your child may bring one into use at school. It must be clearly labeled because we will not be responsible for a lost or stolen mouse.

### **Content Filter**

The district utilizes the Securly Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Devices will have all Internet activity protected and monitored by the District both at school and at home. Through use of content filtering software installed by the District, the Chromebooks and iPads records a history of all sites, searches, and images visited by a user. The Chromebooks and iPads are designed for a level of use expected from one user completing their schoolwork on the computer. Devices that get used by other members of the household for prolonged periods of time, in addition to use from a Romeo student, tend to require more frequent repairs or completely malfunction prematurely. Therefore, we ask device use be limited to Romeo students while completing their assignments. Suggested approaches to limiting screen time to appropriate usage include: Moving the device into a common area of your home (kitchen, family room, etc.), NOT their bedroom. Setting a time limit for homework completion and collecting the device at that time to ensure overnight charging occurs.

**This is an exciting time for your child as we learn this technology together. If you have any questions or concerns, please let me know.**

Nancy Dunn

Technology Teacher