



# Waterloo Region District School Board

## Chromebook 1:1

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**August 31st, 2020**

Dear Parents/Guardians of students in Grade 9 Classes:

Welcome to the 2020-2021 school year! Every student in a grade 9 class in the WRDSB receives a Chromebook for school use.

### **What is a Chromebook?**

A Chromebook is a mobile computer that runs on Google's Chrome Operating System. These machines are designed to be used primarily while connected to the internet. They are optimized to allow the use of Google applications (i.e. Google Drive, Calendar, Gmail, Google Classroom, etc.).

WRDSB students already have G Suite accounts provided to them by the Board which they will be able to use on their Chromebooks.

### **When will students be receiving their Chromebook?**

Each school will determine the process on the distribution of Chromebooks for their students.

### **How can parents and students find out more about the Chromebook 1:1 Initiative?**

*Parents and Students can find out more about the Chromebook 1:1 Initiative by visiting:*

<https://www.wrdsb.ca/learning/programs/secondary-school-information/chromebook-project/>

### **How do we get help for technical issues with the chromebook?**

*WRDSB has created a help website for chromebooks. It can be accessed by visiting:*

<https://tech.wrdsb.ca/chromebooks/>

In-School technicians are also available to help on-site.

WRDSB is excited about the Chromebook 1:1 Program offered through the WRDSB Digital Learning Strategy and the benefits to student learning.

Sincerely,

**Paula Bender**



# Chromebook 1:1 Instructions and Procedures

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## General Rules of Use:

1. Students and parents are expected to complete and return the **Chromebook 1:1 Agreement Form** (see below).
1. All Chromebooks are provided with a charging cord. Because **Chromebooks remain the property of WRDSB and are to be returned upon graduation or leaving the WRDSB**, please ensure the Chromebook and charging cord are always ready to be returned in their original condition. Use of temporary identification stickers on the device is allowed and encouraged.
2. **Please bring the Chromebook to school each day, fully charged.**
3. Students are responsible for the care of the Chromebooks. **Please report any damage or issue with your Chromebook immediately.**
4. What happens if a **Chromebook is lost or damaged**?
  - When the first broken Chromebook is brought in, it will be swapped out for another of similar age and use - unless the damage is deemed intentional or malicious - for a \$50 charge to the student
  - If the damage is deemed to be intentional or malicious, the student will be charged the full replacement cost (*currently \$310.00*).
  - In order to replace a second broken device there would be another \$50 charge.
  - The third and subsequent broken devices would require a full replacement cost. The student would not be able to keep the damaged device.
  - The damaged device is to be returned to the school before a replacement device will be provided. The replacement device will be of **similar age and use** as the one that has been damaged.
  - Lost devices would be handled in the same way as any other piece of Board equipment that has been lost. **In general, the student will be charged the full replacement cost.**
  - Collection of any funds to cover the replacement of a device will be managed through the School-Day (an online cashless system for use by parents, teachers and office administrative staff).
5. If a **student leaves their school**, they will either:
  - Keep the Chromebook if they are moving to another WRDSB school.
  - Return the Chromebook to Guidance (as with any textbook) if they are moving out of WRDSB.
  - **Return the Chromebook at the end of their final school year if they are a student who will be graduating** (as with any other equipment or textbooks).



# Chromebook 1:1 Agreement

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Please read the information carefully and complete the required fields. Return this completed Acknowledgement to your homeroom teacher by September XX, 2020.

## Student Information:

Name: \_\_\_\_\_ Home Room: \_\_\_\_\_

## Please read the following and sign below indicating that you understand:

- Borrowing a Chromebook is a privilege.
- The Chromebook is to be used as a tool for school work.
- Students are to return their Chromebook and charger upon graduating or leaving the WRDSB.
- Students must read and agree to follow the WRDSB's Responsible Use Policy, found on-line at <http://www.wrdsb.ca/rup/>
- Students and Parents must read and understand the General Rules outlined in the *Instructions and Procedure above*.
- The WRDSB Chromebook site may be consulted for assistance with technical and password issues at <https://tech.wrdsb.ca/chromebooks/>
- The Chromebooks are reliable, but should you experience a hardware issue you cannot solve, please deal with it at school at the earliest possible opportunity.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_