



SOUTHWOOD SECONDARY SCHOOL

30 Southwood Drive, Cambridge, Ontario N1S 4K3 (519) 621-5920

Fax (519) 621-3342

July 5, 2016

Dear Parents/Guardians of Grade Nine Students:

Welcome to the 2016-2017 school year! This year all Grade 9 students will be receiving a Chromebook as part of the **Chromebook 1:1 Project** at all WRDSB Secondary Schools.

What is a Chromebook?

A Chromebook is a mobile computer that runs on Google's Chrome OS. These machines are designed to be used primarily while connected to the internet. They are optimized to allow the use of Google applications (ie: Google Drive, Calendar, Gmail and Google Classroom). WRDSB Students already have Google Apps accounts provided to them by the Board which they will use on their Chromebooks.

When will grade nine students be receiving their Chromebook?

We will be giving students their Chromebooks on the first day of school on September 6, 2016.

What forms will be required for students to receive their Chromebook?

*Students will need to hand in their signed **Chromebook 1:1 Contract** in order to receive their device on the first day of school, September 6, 2016.*

What type or model of Chromebook will grade nine students receive?

New Dell Chromebook 11 (Model Series: 3120 with the 180 degree hinge).

Please see the "General Rules of Use" for the Chromebook 1:1 Project on the reverse of this letter for more information.

We are excited about this initiative and the benefits it will bring to our learning community.

Sincerely,

Vida Collis
Principal



Waterloo Region
District School Board

General Rules of Use

1. Students and parents must complete and return the **Chromebook 1:1 Contract** before a Chromebook is issued.
2. **Chromebooks remain the property of WRDSB.** Please ensure the Chromebook and charging cord are always ready to be returned in good condition. Use of temporary identification stickers on the device is allowed and encouraged.
3. Students will receive a protective sleeve in their welcome package and are encouraged to use it to protect the Chromebook.
4. Students are welcome to decorate the outside of their Chromebook with temporary stickers. **The identification information found on the bottom of the Chromebook should not be covered.**
4. **Please bring the Chromebook to school each day, fully charged.**
5. Students are to keep boxes and take them home for recycling or storage.
6. Students will be able to take the Chromebooks home over holidays and summer. However, technical support will not be offered over this time.
7. Students are responsible for the care of the Chromebooks. **Please report any damage or issues with your Chromebook immediately.** Students may speak to any of your Teachers about any problems or concerns you may have regarding the use and care of the Chromebook.
8. In the event a Chromebook is lost, stolen, or intentionally damaged, the Students will meet with a Vice-Principal who will determine if there is cause for the student to pay **(up to the full cost of a replacement – currently \$330.00)**
9. Students would not be held responsible for a device that simply malfunctions (keyboard issues, battery no longer charging and etcetera).





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Chromebook 1:1 Contract

Please read the information carefully and complete the required fields. Return this completed contract (along with your Data Verification Form) on the first day of school.

Student Information:

Name: _____ Home Phone: _____

Email Address: _____

Grade: _____ Homeroom: _____ Homeroom Teacher: _____

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

- The General Rules of Use document.
- Borrowing a Chromebook is a privilege.
- The Chromebook is to be used as a tool for learning.
- Students must read and follow the WRDSB's Responsible Use Policy, found on-line at: <http://www.wrdsb.ca/our-schools/school-year-information/responsible-use-procedure-rup/>
- Report issues, broken or stolen devices to a teacher or administrator immediately.

Student Signature: _____

Parent Name (please print): _____

Parent Signature: _____

Parent Email: _____



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