

Dear Columbia Parents and Students,

17 March 2020

We appreciate your effort and positive approach as we move through this challenge together. We are working diligently to prepare and create home instruction to support the continued learning of our students.

With that in mind, we recognize that many families ***already have technology to utilize at home and we encourage you to use that.*** Others may need a device to complete work and communicate with their respective teachers. **Our goal is providing for those who would not otherwise have access.** Please keep in mind these devices are for school use, and not intended for recreational use.

We currently *do not have 1 to 1 access* at Columbia but do have enough devices to support families that need and require them. **\*\*Please keep in mind lower grade students may not need device access as the teachers are preparing resources to support educational review. If you have a question as to whether your student will require a device, please contact your child's individual teacher.**

**To be able to be efficient in this process we ask you to assess the following as it relates to your own home situation.**

1. Our family does have access to internet with a computer, laptop, table or phone that could be used to access school content. ***We do not need school technology support and can disregard this email.***
2. Our family does have internet and device access but have multiple students therefore we would need support of additional device(s) for student use.
3. Our family does have internet access but does not have access to any type of devices, therefore *we would need access to a school issued device.*
4. Our family *does not have internet access or devices* and may need support from school to complete school related assignments.

As you think through that information know we stand ready to support you.

**If you will be needing a device or internet support, we ask that you do the following:**

1. Go online to the MYDSD portal and review the required device agreement and **sign it electronically.** (A paper copy will also be provided at check out)
2. Complete the following form so we can do our best to prepare devices for your student **OR help us be aware that you will need at school support.**

[https://forms.office.com/Pages/ResponsePage.aspx?id=dPKcPX5U9UqN3gGmNuC2Bw3e0mSI7HtG\\_pKwcVD9KgThUQTY1OFRXVfpUOUJJIU1BHN01ISkNWTzZWUy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=dPKcPX5U9UqN3gGmNuC2Bw3e0mSI7HtG_pKwcVD9KgThUQTY1OFRXVfpUOUJJIU1BHN01ISkNWTzZWUy4u)

3. Wait for instructions on how and where to pick up the device you will have on loan. Devices will be prepared, and distribution will begin on Wednesday March 18.
4. Wait for instructions if you are a family that will need school Wi-Fi access and support.