



# Montrose Area School District Summer Chromebook Program Grades K-3

Dear Families,

All students in grades K-3 will have their Chromebook and charger stored in a computer cart in their classrooms over the summer. These devices will remain at school and be re-deployed to students in the fall **unless otherwise requested by a parent or guardian.**

Students are able to access academic apps in LaunchPad from a personal home computer/device as long as they have their Quickcard to log in with over the summer months. Quickcards will be going home with students at the end of the year. To access Launchpad from a personal computer, navigate to the MASD homepage (masd.info), select Meteor Launchpad, select log in with Quickcard, and hold Quickcard up to the camera on the device.

If you DO NOT have a personal computer or device available at home and would like to retain your child's Chromebook over the summer for academic purposes, please fill out the form below. Once this information has been received, your child's Chromebook, charger, and carrying case will be sent home with your child on June 6th or 7th. Academic applications in Launchpad that students have had access to, and have used, throughout the year will be available until August 8th. Please note - Devices that are requested to be sent home will not be touchscreen.

**PLEASE RETURN THIS FORM NO LATER THAN WEDNESDAY JUNE 5th 2024 IF YOU WANT YOUR CHILD TO RETAIN THEIR CHROMEBOOK OVER THE SUMMER MONTHS**

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

Students and families who retain Chromebooks over the summer months are acknowledging they have read and agree to the Expectations and Responsible Use Policy listed below.



Expectations and Responsible Use Policy

- Students are expected to use the Chromebook primarily for academic and educational purposes
- Students or parents are expected to contact the IT department if any damage occurs to the Chromebook over the summer months (570-278-6243 or support@montrose.zendesk.com)
- Students are expected to keep the Chromebook properly charged, or properly stored, to ensure it is in working condition when they return to school. (see back of sheet for Chromebook storage guidelines)
- All privacy, damage, repair, and replacement guidelines that were outlined in the school handbook (available on the masd.info homepage) apply to the summer Chromebook program
- Chromebook, charger and case will be returned in working condition the first day of school in August

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

**Students who keep their Chromebook over the summer and later discover they do not intend to use it are responsible for storing the device properly until school starts. Follow the instructions below:**

## Prepare Chromebooks for long-term storage

1. Charge your Chromebooks so that the battery is at least 80% full.  
This ensures that even when the battery discharges while unplugged over the summer, it won't fully run out of power.
2. To slow the discharge rate during storage, do not physically remove the battery from the Chromebook for storage. Instead, take the following steps:
  - a. Connect the device to a charger and turn it on.  
**Note:** If the device charges via a USB-C connector, the charger must be plugged into a USB-C port on the same side as the charging light. You can verify this by confirming that there is an orange charging light on the same side as the charger after you've plugged it in.
  - b. Hold Refresh  and Power  at the same time.
  - c. While holding these keys, remove the power cable from device and then release the keys.  
The device should shut down and remain off.
  - d. Confirm the battery disconnect worked by pressing the power button.  
The device should not power on, despite having a battery charge. The Chromebook won't power on by touching the power button or opening the lid, until you plug the device back to a power source.

This is the ideal way to store devices. It reduces battery discharge to a minimum, prevents constant charge and discharge from reducing the battery life, and keeps the Chromebook in a stable, powered-off state.

★ **Note:** If you can't put your model of Chromebook into the battery disconnect state described above, charge the battery to at least 80%. Then, turn off the Chromebook, unplug it from a power source, and store it in a cool, dry place.

★ **Get your Chromebooks ready for school**      ★ **Charger and case too!!!**

A week before classes resume, get the Chromebooks ready for students.

1. Connect the Chromebooks to a charger and a power source.  
This will get them out of the battery disconnect state.
2. Power up your devices.
3. Connect your Chromebooks to Wi-Fi and update them to the latest ChromeOS release.  
This can take time, as multiple ChromeOS versions might have been released since the last time the device was updated. For details, see the [Chrome Enterprise release notes](#).

★ **If you lose your charger over the summer you can find replacements online for \$9.99. Search 'Chromebook Charger USB C 45W' on Amazon to find a suitable replacement.**