



# Montrose Area School District Summer Chromebook Program Grades 4-5

Dear Families,

We are pleased to offer students in grades 4 and 5 the opportunity to retain their Chromebook over the summer months for academic purposes. Please note that students are also able to access academic apps in Launchpad from home/personal devices via the [masd.info](http://masd.info) homepage over summer months until August 8th. Students and families who retain Chromebooks over the summer 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](mailto: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](http://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

Families who **DO NOT** wish for their child to retain their Chromebook over the summer may fill out the form below. Students will hand their Chromebook, charger, and case in the last week of school. Please see collection dates below.

**Families who DO NOT wish for their students to retain their device over the summer MUST return this form to the child's homeroom teacher by the collection dates listed below**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

**School** \_\_\_\_\_ **Chromebook number (on front of CB)** \_\_\_\_\_

I do NOT wish for my child to keep their Chromebook over the summer. They will return their Chromebook **along with their Chromebook charger** and **protective case** to school on the dates listed below.

Please list any issues you are currently experiencing with your Chromebook (ex: keys not working, charging issues, etc)

\_\_\_\_\_

\_\_\_\_\_



Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

<b><u>Chromebook Return Dates for Opt-Out Students</u></b>	<b><u>Tech Office Info</u></b> (do not complete)		
<b>CVES</b> - Friday 6/7	<u>CB # Matches Above</u>	Yes	No
<b>Lathrop St</b> - Thursday 6/6	<u>Chromebook Charger</u>	Yes	No
If you are returning a CB and your child won't be in school on these dates please return device, charger, and case to Main Office with this form	<u>Chromebook Case</u>	Yes	No

Tech Notes:

**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.**