



Montrose Area School District Summer Chromebook Program Grades 7-11

Students in grades 7-11 are expected to retain their ChromeBooks over the summer. They can be used for enrichment purposes or stored safely for use next school year (see included storage instructions). 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

Families who **do not** wish for their child to retain their Chromebook over the summer may fill out the form below. Students can hand in their Chromebook in the last week of school, date is dependent on when the student no longer needs the device for instructional purposes. Students are responsible for checking with their teachers to gain this information and turning their Chromebook in on the proper date.

Families who DO NOT wish for their students to retain their device over the summer months should complete this form and have students return it with their Chromebook

Student Name _____ **Grade** _____ **Date** _____

Chromebook number (on front of CB) _____

My child will opt-out of the Summer Chromebook Program and will return their Chromebook **along with their Chromebook charger** and **protective case** to school on the dates listed below.

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



Parent/Guardian Signature _____ Date _____

<u>Optional Chromebook Return Dates</u>	<u>Tech Office Info</u> (do not complete)		
<p>Jr/Sr High School – Friday June 5th and Monday June 8th</p> <p><i>A table will be set up during each lunch block for students to turn in devices</i></p> <p><i>Please make sure to check with your teachers when you will no longer need your device in class</i></p>	<u>CB # Matches Above</u>	Yes	No
	<u>Chromebook Charger</u>	Yes	No
	<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

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](#).