



August 26, 2020

***RE: One-to-one Chromebook program (3rd - 8th grade) for 2020-21,***

Dear Families of Rising 3rd– 8th Graders and Students,

As part of the school's Covid-19 Reopening Plan, we are pleased to announce that 3rd and 4th grade students will join our 5th - 8th grade students in benefitting from the school's one-to-one Chromebook program. For 2020-2021, whether on campus or at home, all 3rd to 8th grade students will be issued a Chromebook for SDFAS cloud computing.

***Cloud computing: Google Classroom, academic collaboration & digital citizenship***

Our approach at SDFAS is to provide students with a safe, easy-to-use 21<sup>st</sup> century computing device allowing students to greatly enhance collaboration, course organization and the body of their academic work. At SDFAS We dedicate ourselves as a faculty to teaching them how to use this technology wisely, responsibly and in a disciplined way. Students will further develop their cloud computing competencies using first and foremost *Google Classroom* (Course Management Platform used by SDFAS for on-campus and remote learners in grades 1-8), as well as other Google Suite tools (Gmail, Drive, Shared Drive, Google Classroom, Google Docs, Google Sheets, Google Forms, Google Meet, and so on). Digital citizenship and the cultivation of healthy computer and Internet habits will be a central focus of the program, as it has in the past.

***School-home usage parameters (In-person learning and distancing learning)***

- In 3rd to 5th grade, Chromebooks will stay in the classroom for students doing in-person learning on campus. When engaging with their schooling in a distance learning format (for shorter or longer periods of time), students will of course take their Chromebooks home.
- In 6th to 8th grades, students will be responsible for bringing Chromebooks to and from school as well as having the responsibility of fully charging them overnight.
- During school holidays, Middle School students will be allowed to keep their Chromebooks with them for the purpose of completing assignments and collaborating with others on schoolwork or projects.

***Internet filtering and chromebook monitoring***

All Chromebooks, as well as each student's SDFAS Google account (email, Chromebook login) will be monitored and securitized by a 3<sup>rd</sup> party online safety filtering, monitoring and alerts reporting tool called ***GoGuardian***. This tool helps SDFAS students to be safe, responsible and accountable users of both the device and the Internet. As mentioned above, SDFAS will also make time in the curriculum to teach digital citizenship and the importance of keeping their data, passwords, and personal information safe in all grades 3rd to 8th.

***Acceptable Use Policy ("AUP")***

Prior to being issued a Chromebook, as outlined in our revised Parent-Student Handbook 2020-2021 every student and his or her parents/guardians will be required to sign an “Acceptable Use Policy” acknowledgement. Our school’s AUP sets forth the guidelines and rules surrounding Chromebooks at SDFAS and highlights the student’s responsibilities.

***Developing keyboarding proficiency in Elementary***

As has been the case in prior years with 5th graders, classroom teachers moving forward with our 3rd and 4th grades will devote time to developing keyboarding (typing) proficiency.

***For the program to be educationally sound, all SDFAS families/students must participate***

At SDFAS, all students are required in grades 3-8 to participate in the one-to-one device program. This is critical to ensure proper curriculum delivery as conceived and implemented by SDFAS faculty, and to ensure that distance learners and on-campus learners can each have equal access to all course materials and resources. The school’s well as for the school to ensure organized, streamlined technology use oversight by SDFAS.

***Cost sharing between school and families***

In addition to the device itself, its manufacturer’s warranty, and the added insurance on the Chromebooks, SDFAS invests annually in technology support (IT Consultant and STEAM Teacher - Coordinator, in addition to *GoGuardian* (see above). SDFAS finances a majority of the cost for the Chromebook program through tuition dollars. There is, however, an annual technology fee as well as a device security deposit for students in grades that are joining the program for the first time (3rd-5th) and for students newly enrolled in our Middle School.

***Insurance on devices***

Your student’s Chromebook device includes warranty terms and insurance. With no questions asked and at no cost to you or the school, the insurance on the device protects against any normal-use issues or malfunctions: cracked or shattered screens, broken keyboards and other issues of this nature.

***Fee structure:***

- ***Refundable deposit when joining the program.*** All families will leave with the school a \$150 security deposit for each student’s device. This amount will be refunded when the Chromebook is returned in good working condition at the end of each school year.
- ***Annual Technology Fee for Families.*** All families will be assessed an annual non-refundable “Chromebook fee” of \$50 per year in grades 3-8.
- ***Billing and Payment through FACTS.***

Both the annual technology fee of \$50 per year and the one-time refundable deposit (if rising into 3rd, 4th or 5th grades) will be billed to you through FACTS and for 6th - 8th graders (unless a new student in the school) only the \$50 annual technology fee will be added to your family’s FACTS account.

Thank you so very much for your enthusiasm and support as we equip our 3rd - 8th grades students and their teachers with tools necessary for connecting, collaborating and enhancing performance for everyone, notably as we enter this very different kind of school year.

Sincerely,

Alice Kong  
STEAM Teacher and Coordinator

Francis Carlier  
Director of Elementary

Marion Addo  
Middle School Coordinator