

# *Cold Spring Harbor Junior-Senior High School*

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(631) 367-6840 - Guidance (631) 367-6900 – High School

(631) 367-6800 – Junior High School

[www.csh.k12.ny.us](http://www.csh.k12.ny.us)

August, 2017

Dear Parents and Guardians,

We are excited to announce the next phase of our 1:1 initiative that will provide a Chromebook for all 7th-12th grade students over a three-year period. At the start of the 2017 school year, all students in grades 7-9 will have a Chromebook for learning at school and home.

This letter contains important information and links to documents that you will need to complete and brought to the Chromebook pick up date of August 24th. **Distribution will take place in the Jr High Cafe on August 24th.**

**8th & 9th Graders** 8 AM to 11:45

**7th Graders** - 11:45 AM to 1 PM

**Grades 7-9** - 1 to 5 PM

Please carefully review the following steps you will need to take to ensure a stress-free experience:

## **STEP One: Review the CSH Chromebook Policy Handbook**

We have assembled a manual which outlines all important aspects of our Chromebook initiative, which includes information regarding privacy and safety, student responsibilities for safe-handling of the devices, digital citizenship, Chromebook care and repair as well as a Student and Parent FAQ on the last page.

Please Navigate to <https://goo.gl/fqQYzR> (the address is case sensitive) to access this document.

## **STEP Two: Signing the parent/student agreement and insurance premium payment**

There are two stages to Step Two. The first will require your signature stating that you have reviewed the Chromebook Policy Handbook (Step One above) and that you acknowledge the requirements listed in the CSH Parent/Student Chromebook Agreement.

Next, you will be asked to sign up for the Chromebook protection plan, which covers most incidents involving damage to the device. The cost for this protection is \$26 each year your child has the device. You must complete your online payment of this \$26 premium, or we cannot issue a Chromebook device to your child on the 24th.

Please navigate to <https://goo.gl/jbab9v> (the address is case sensitive) to access the Parent/Student Chromebook Agreement (Distribution Form) and make your payment. This completed form will be collected on the 24th. Payments can be made through the My School Bucks site (the same site where parents add money to their student's lunch account). [www.MySchoolBucks.com](http://www.MySchoolBucks.com)

Should you have any questions after reviewing these documents, please do not hesitate to give me a call. All forms can be found on the CSH web site at "For Students => Technology"

Sincerely,

Joe Monastero

Executive Director of Instructional  
and Administrative Technology

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