

Cold Spring Harbor Junior-Senior High School

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(631) 367-6800 – Junior High School

www.csh.k12.ny.us

November 30, 2016

Dear Parents and Guardians,

The date is fast approaching for the distribution of our Acer Chromebooks to your 7th grade student. This letter contains important information and links to documents that you will need to complete prior to that date, which is the evening of **December 15th, 2016. Your attendance and that of your student are required in order to receive a device. The entire process should take about an hour.**

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

STEP ONE: Sign up for a timeslot

You will be able to sign up for one of three available time slots that evening. We will begin with a brief presentation in the PAC and will then designate several rooms where the Chromebooks will be distributed to you by a staff member. We ask that you select your time slot before December 9th. This will allow us ample time to prepare for an efficient distribution of the Chromebooks.

Please go <https://goo.gl/jPzuSx> (the address is case sensitive) to access the sign-up document and choose your time slot.

STEP TWO: 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 go to <https://goo.gl/V4wW3R> (the address is case sensitive) to access this document.

STEP THREE: Signing the parent/student agreement and insurance premium payment

There are two stages to Step Three. The first will require your signature stating that you have reviewed the Chromebook Policy Handbook (Step Two 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 approximately \$26 each year your child has the device, but is prorated to \$21 for the remainder of the 2016-2017 school year. You must complete your online payment of this \$21 premium or we cannot issue a Chromebook device to your child that night.

Please go to <https://goo.gl/zsyys0> (the address is case sensitive) to access this document and make your payment. This completed form will be collected on the 15th. 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

Should you have any questions after reviewing these documents, please do not hesitate to give me a call.

Sincerely,

Jay Matuk

Principal