



# West Noble Middle School

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03/16/17

WNMS Parents,

On Friday, March 24, we will have our third and final Flex Learning Day this year for students and staff. In addition to the information Flex days from Dr. VanDuyne earlier in the year, we want to remind you about your options here at the middle school.

West Noble Middle School will be using Google Classroom, an online classroom platform, to assign work to students on March 24. Assignments are due on Monday, March 27.

Sixth, Seventh and Eighth grade students have several options for completing their assignments on Flex days.

- Option 1: Use your Chromebook.

Assignments can be downloaded here at school for completion at home, if you do not have internet access.

- Option 2: Reserve a space in our computer lab.

Our computer lab will be open and supervised for students who reserve a space. A sack lunch can also be reserved. **Please call our office to reserve a space in the computer lab.** Transportation is provided by the regular school buses.

- Option 3: Use your own computer/internet.

Students can use any home computer to complete their school assignments, provided that they have internet access.

Please contact our office with questions!

Sincerely,

Melanie Tijerina

Principal

West Noble Middle School

## **Ownership of the Chromebook**

WNMS retains ownership of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. Moreover, WNMS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware. Use of the Chromebook may be revoked or restricted due to poor grades, attendance issues, or behavior.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

#### **1) Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the office as soon as possible. Never take your Chromebook to an outside computer service for any type of repairs or maintenance. Students should NEVER leave their Chromebooks unattended except if locked in their locker.

##### **a. General Precautions**

- No food or drink should be next to Chromebooks.
- Be careful when using cords, cases, and removable storage devices.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.

##### **b. Cases**

- Each student is encouraged to purchase a protective cover for his/her Chromebook. An inexpensive option is available at the student store.
- Chromebooks should never be placed in a bag, such as a backpack, with other books or devices. Compression can damage the Chromebook.

##### **c. Carrying Chromebooks**

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

##### **d. Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of the Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the Chromebook bag that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (i.e. pencils, pens).
- Only clean the screen with a dry microfiber cloth or anti-static cloth.

##### **e. Barcodes**

- All WNMS Chromebooks will be labeled with a barcode. Students may be charged up to the full replacement cost of a Chromebook for tampering with a WNMS barcode or turning in a Chromebook without the barcode.

##### **f. Repairs**

- Any *warranty* repair or replacement will be handled solely by the WNSC Technology Dept. and at no cost to the student.
- The cost for repair of a damaged (accidental or otherwise) chromebook or charger is the responsibility of the student and his/her parent/guardian.
- The reasonable cost for each part is determined at the beginning of the academic year. Each repair will also carry a \$5.00 labor fee.
- Parents/guardians will be invoiced for the cost of the repair (parts and labor).
- The repaired Chromebook will be returned to the student after the repair invoice is paid.

Preparing students to become lifelong learners and productive citizens.

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