





BALLARD CHROMEBOOKS



Summer Chromebook Expectations

Ballard CSD students in grades 3-12 have the great opportunity to utilize a Chromebook for learning during the school year. To encourage ongoing educational opportunities, students in grades 6-7, & 9-11 will continue to have access to their Chromebooks by taking them home during the summer months. To assist you, the district is providing the following tips for summer Chromebook use:

Care

- Chromebook should remain in its provided bag at all times to help protect the device from severe damage.
- Keep Chromebooks away from pets or young children.
- Avoid heat and direct sunlight.
- Avoid liquids-beware of wet swimsuits and towels.
- Lack of charging may result in damage to the battery. The cost of a replacement battery will be the responsibility of the student/guardian.
- 6th, 9th, & 10th Grade students that aren't using their Chromebook over the summer put the Chromebook in storage mode by completing the following steps:
 - Update to the latest version of the Chrome OS and 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.
 - In order to slow the discharge rate during storage, use the same process the factory uses before they ship devices.
Note: DO NOT physically remove the battery from the Chromebook for storage, but instead follow the steps below.
 - Connect device to charger and turn on.
 - With the AC Adapter still connected to the device, put the device in "Battery Cut-off mode". Hold Refresh  + Power  at the same time for at least 3 seconds.
 - While holding these keys, remove the power cable from device, and then release the keys. Device should shut down and remain off.
 - Attempt to power the unit on using the power button.
 - If the unit does not power on, you have completed the steps and can safely store the system.
 - If the unit powers on, you should repeat steps 2 to 5.
 - Store it in a cool, dry place, and near 78°F (25°C).

This is the ideal way to store devices, as it reduces battery discharge to a minimal rate, prevents constant charge / discharge from reducing the battery life and keeps the Chromebook in a stable, powered off state.

Monitoring Activity

- Families should continue to monitor use at home by checking the Chromebook browser and observing student use. Instructions on how to check a browser is available at the Families always have the right to limit use over the summer.
- For your security, your password should not be shared. **Also, reminder this is a school device, not a personal device; please do not use anyone else's account on your school Chromebook.**
- GoGuardian monitoring software and accessibility remains active during the summer.
- For further questions, review the district's 1:1 technology information available via the Ballard District 1:1 [Parent Webpage](#).



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Repairs/Damages

- **DO NOT attempt to do repairs on your own.**
- Chromebooks that need repairs may be brought to the District Central Office between 9:00 A.M. and 3:00 P.M. Monday - Thursday except for holidays. A repair form should be filled out prior to bringing the broken Chromebook to the District Office, if possible, and is available [here](#). **The Ballard student must be signed into his or her school account to access the form.** If the student is unable to access their school account, a kiosk will be available at the District Office to complete a repair form.
- While Chromebooks will be repaired as quickly as possible, replacements are not available over the summer.
- The student will be contacted by their student email when the Chromebook is ready to be picked up.
- A letter will be sent home to the parent if there are any fees that must be paid before repairs are made.
- Broken chargers must be returned
- **DO NOT attempt to do repairs on your own.**

Repair Questions: Eric Peterson - IT Support Specialist 515-597-2811

General Questions: Dave McGill - Technology Director 515-597-2811