





BALLARD CHROMEBOOKS



Summer Chromebook Expectations

Ballard CSD students in grades K-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

- Keep Chromebooks away from pets and 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.
- Students that aren't using their Chromebook over the summer should put the Chromebook in storage mode by completing the following steps:
 1. Charge your Chromebook so 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.
 2. Connect the device to the charger and turn it on.
 3. With the charger 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.
 4. While holding these keys, remove the power cable from the device, and then release the keys. The device should shut down and remain off.
 5. Attempt to power the Chromebook on by using the power button. If the unit does not power on, you have completed the steps and can safely store the Chromebook. 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 [Ballard Website>Parents>1:1](#).
- Families always have the right to limit use over the summer.
- For your security, your password should not be shared. **Also, remember 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](#).

Repairs/Damages

- **DO NOT attempt to do repairs on your own.**
- If Chromebooks are in need of repair, the student or parent should complete a [repair request form](#) (form will be active at 11am on May 26th). If you are not able to complete the form from home, you may complete the form at the Ballard District Office between 9:00 A.M. and 3:00 P.M. Monday - Thursday, except for holidays, where a kiosk will be available to complete the repair form.
- While Chromebooks will be repaired as quickly as possible, **replacements are not available over the summer.**
- If an email address is provided, information will be sent when the repair process is completed. If not, you will be called when repairs are complete with the phone number you provide.
- A letter will be sent home to the parent if there are any fees that must be paid before repairs are made.
- If the charger is broken it must be returned or there is a \$30 replacement fee.

For questions please contact Dave McGill - Technology Director at 515-597-2811