



August 25, 2020

Dear STA Families,

Thank you for your continued support as we enter into this unprecedented time.

As you know due to COVID-19 concerns and our priority of keeping scholars, families and staff safe, STA will be starting the school year using the Distance Learning model. Scholars will be expected to participate in the online lessons each day at their scheduled time and actively engaged in the learning process.

Remote instruction includes core courses - reading, math, science and social studies, as well as specialist classes, e.g. music, physical education and art. Other courses include, ESL groups, special education, Reading corp and intervention groups. Your scholars classroom teacher will review with you instruction times, as well as review the distance learning schedule.

We are distributing 1:1 Chromebooks for all STA scholars. This means that each scholar will be assigned their own Chromebook at the beginning of the school year to use at home. Chromebooks and chargers will be distributed to scholars at the Open House on Tuesday, August 25th. A parent/guardian must accompany the child to the school to pick up and sign-out the Chromebook agreeing to follow STA user guidelines.

One to one Chromebooks give scholars opportunities to utilize digital curriculum at home. Chromebook content is filtered at school and at home however off-site filtering is not as robust as it is at school. So, it is imperative that adult supervision and monitoring of websites take place on a regular basis at home.

Scholars will log onto their chromebooks using their STA email and password - their classroom teacher can provide them with either if forgotten or lost. Once logged in, scholars can access Google classroom one of two ways: 1) They will receive an email from their classroom teacher. The email will contain a link that when clicked on will take the scholar directly to the classroom session; 2) Classroom sessions can also be accessed through the students Gmail account. When in the email account, click on the nine-button square inside the circle. Then click on the "Classroom" tab and enter in the classroom code.

#### **Scholar Expectations:**

- Chromebooks should be charged each night at home.
- Keep the Chromebook safe and in good condition using the provided case at all times to carry it.
- The Chromebook needs to remain free of writing, stickers or decorations.
- Follow teacher instructions for Chromebook.
- Keep the identification sticker on the Chromebook
- Report loss or theft of the Chromebook immediately to the school office at 612-588-3599.
- Follow the acceptable use policy for school technology

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**What do I do if the Chromebook is not working or needs service?**

- Call the school office to arrange maintenance. A substitute may be provided when available.
- If the damage is not accidental, then the following charges will apply:
  - o Repair for 1<sup>st</sup> visit - \$10
  - o Repair for 2<sup>nd</sup> visit - \$30
  - o Replacement Cost - \$250
  - o Replacement for Charger - \$20

**Create a positive digital culture at home**

- Review appropriate websites, apps, and games for students
- Monitor online use at home
- Discuss and use strong passwords (lower case, capitals, symbols and a phrase)
- Develop and consistently enforce rules at home for online use.

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*To be kept by STA Staff: Please return to the classroom teacher*

I have read and understand the guidelines for Chromebooks use, assigned to my scholar from Sojourner Truth Academy.

**Student Name (please print) :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_