

Dear Parents and Guardians:

Leon County Schools has delivered the Chromebooks to Lincoln High School! Below is the distribution plan for ALL STUDENTS to receive a device. We are asking that all students check out a Leon County Schools issued device as stated by Superintendent Hanna for the following reasons:

- State ACT testing for all 11th graders
- State FSA and EOC testing
- Classroom Assessment Security
- Textbook Content
- A Consistent Educational experience for all students

\*Lincoln High School Tech Support will only support the Chromebook once distribution is complete.

\*Personal computers will not function within the firewall at Lincoln once distribution is complete.

### **STEP ONE: Completing the Chromebook Agreement**

All students must have a completed form to sign out a device. The “Use of Student Chromebook Agreement” will be signed by both the student and a parent/guardian.

- Students attending “Brick and Mortar” who have not returned a signed form will be given a second copy of their form this week. These forms will be collected on the day computers are distributed.
- “Digital Academy” parents/students were mailed the original copy of the agreement. This form will be collected during the device pick up window. DA students who arrive with a pre-signed form do not have to have a parent present to collect the device. If DA parents/students need an additional copy, please email [andersonr@leonschools.net](mailto:andersonr@leonschools.net) prior to their pick up date. If you are unable to print this form, copies will be available during the drive through distribution.

### **STEP TWO: Return of borrowed devices and distribution of Chromebooks**

(Borrowed devices MUST BE RETURNED on the date of distribution for a student to sign out a Chromebook.)

#### **A. Return and Distribution: Brick and Mortar**

##### 1. Return of Equipment

Brick and Mortar Students will return all Lincoln equipment previously checked out to the media center during their distribution window.

##### 2. Distribution

**Brick and Mortar Distribution Plan December 14th –December 18th:**

- a. Chromebooks will be distributed through English classes.
- b. The “Use of Student Chromebook Agreement” is submitted to the English teacher or to the media center on the day of distribution.
- c. If a student is absent or does not have a completed form on their distribution date, they may return with a completed form to receive their device during lunch periods on Friday.

Monday, December 14	English Class Period	9 <sup>th</sup> Grade AND 10 <sup>th</sup> Grade
Tuesday, December 15	English Class Period	9 <sup>th</sup> Grade AND 10 <sup>th</sup> Grade
Wednesday, December 16	English Class Period	11 <sup>th</sup> Grade AND 12 <sup>th</sup> Grade
Thursday, December 17	English Class Period	11 <sup>th</sup> Grade AND 12 <sup>th</sup> Grade
Friday, December 18	Lunch Periods	Make-up, All Grades

## B. Return and Distribution: Digital Academy Students

### 1. Return of Equipment

Digital Academy Students MUST RETURN THE FOLLOWING Lincoln equipment on the date of distribution:

Monitor, keyboard, mouse, camera, cords, and Wi-Fi Adapter. (If the student changed to DA after receiving a laptop/tablet, the tablet/laptop and charger must be returned.)

### 2. Distribution

**Digital Academy Distribution Plan** January 5<sup>th</sup> - January 11<sup>th</sup>.

- a. Location: Lincoln High School BUS RAMP
- b. Chromebook distribution for Digital Academy students will be conducted by grade level during the schedule listed below.

Monday, January 11 will be a make-up day for pick up and will be by appointment only. Please use the link to sign up for this date <https://www.signupgenius.com/go/10C0D49A5AB2EAAFFC70-makeup>

Tuesday, January 5	10:00 AM-12:00 PM	9 <sup>th</sup> Grade
Wednesday, January 6	10:00 AM-12:00 PM	10 <sup>th</sup> Grade
Thursday, January 7	10:00 AM-12:00 PM	11 <sup>th</sup> Grade
Friday, January 8	10:00 AM-12:00 PM	12 <sup>th</sup> Grade
Monday, January 11	2:30 PM-4:00 PM	Make-up- By Appointment Only