



January 5, 2022

Dear HCPA Parents and Guardians,

With the announcement of HCPA's temporary transition to distance learning, school-issued devices are being sent home with your student so that they may access their live classes and assignments. Today, your student has received the following:

<u>Kindergarten, 1st, and 2nd Grade Students</u>	<u>3rd, 4th, and 5th Grade Students</u>
HCPA iPad iPad Charger	HCPA Chromebook Chromebook Charger
Online Learning Platform: Seesaw (app) 	Online Learning Platform: Schoology (website) https://hcpak12.schoology.com/ 

- **Starting on Friday, January 7th, students should log in to their device daily** and navigate to Seesaw (K-2nd grade) or Schoology College Prep Class (3rd-5th grade). Students will need to complete an attendance question to be marked present for the day.
- **Classes will begin at 8:00 a.m. each day.** On their Seesaw/Schoology class page, Zoom links will be provided for students to join live instruction with their teachers.
- Classwork and assignments will be completed on Seesaw (K-2nd grade), Schoology (3rd-5th grade), or other related website/application as directed by their teacher.
- Breaks will be provided, but classes will follow the normal schedule from 8:00 a.m. to 2:45 p.m.

When students return to in-person instruction on Monday, January 24th, they must bring back their device and charger. Failure to do so may result in additional fees.

If you have any questions or concerns regarding your child's login information, please contact your child's teacher. For support with your student's device or internet, please reach out to our IT team at 651-209-8002.

Thank you!

**Student CHROMEBOOK/IPAD
Elementary Technology Equipment Agreement for Distance Learning
2021-2022**

Please find below the guidelines that parents and students must agree to in using a HCPA-issued Chromebook or iPad

I (parent and child) understand:

1. **The CHROMEBOOK/IPAD (and accompanying equipment) are the property of Hmong College Prep Academy.**
2. **Students must bring their CHROMEBOOK/IPAD to back to school when returning from distance learning.**
3. **Students are not allowed to use the device for any other purpose than academics.**
4. **Parent/Guardian has the opportunity to voluntarily purchase insurance to cover the replacement costs of the CHROMEBOOK/IPAD in the event it is damaged.**
5. **Parent/Guardian may be responsible for the cost of any HCPA issued equipment or accessories if they are lost, stolen or damaged or purposely damaged by student!**
6. **If student purposely damaged Chromebook/iPad Parent/Guardian are responsible for all costs!**
7. **Student's misuse of the device and/or failure to follow HCPA rules and policies related to use of the device will result in the student losing the privilege of having access to an HCPA issued device.**
8. **If the student withdraws/transfers from Hmong College Prep Academy during distance learning or while in possession of their device, they must immediately return the CHROMEBOOK/IPAD (and accompanying equipment) to the Technology Department or else be charged in FULL (\$200 for the CHROMEBOOK/IPAD and \$25 for the accessories). The CHROMEBOOK/IPAD device will be wiped clean and unusable.**
9. **By the end of distance learning the CHROMEBOOK/IPAD and all related technology will be returned to HCPA. If technology is not returned in time we understand that we are responsible for any payment due for missing technology.**

I (parent and child) agree to:

1. **Keep the CHROMEBOOK/IPAD device secure at ALL times when not in use.**
2. **Ensure that the CHROMEBOOK/IPAD device is only used by the student for whom it is assigned.**
3. **Keep the CHROMEBOOK/IPAD device in a case at all times when taking it to and from school.**
4. **Not deface the CHROMEBOOK/IPAD or other equipment. I will keep the equipment free of marks, stickers, writings and drawings.**
5. **Never connect the CHROMEBOOK/IPAD device to a home computer or use for entertainment or recreational purposes. Only authorized teachers are allowed to download and/or delete material from the CHROMEBOOK/IPAD device.**
6. **Promptly return the CHROMEBOOK/IPAD and accessories at the end of distance learning upon request.**
7. **Use the CHROMEBOOK/IPAD in a way that is in compliance with HCPA's Technology Use Policy and Student Discipline Policy contained in the HCPA Student Handbook.**

All that a school should be.