



## PHILLIPSBURG HIGH SCHOOL

Matthew J. Scanlon, Principal

Summer, 2019

Greetings:

The Phillipsburg School District is very excited to share the news that, beginning on August 20th of the 2019-2020 school year, all Phillipsburg High School students will be issued a personal Chromebook. This device will be used in and out of school, and it completes our 1:1 Technology Initiative at the high school by creating a digital learning environment for our students, teaching staff, and administration. We believe that, by allowing students full and complete use of these machines, and by providing multiple platforms for them to research, complete assessments, store notes, and communicate with peers and teachers, we are establishing a firm foundation for the level of responsibility they will have when they leave PHS for the workforce, college, or careers in the military.

Of course, there is much work to be done before the start of next school year, including Chromebook education for students, parents and guardians. To orient you with this initiative and with how the school community will navigate the rollout of the machines, and everything associated with them, you will find enclosed in this letter the following information:

- **Chromebook Rollout Timeline:** Events and notifications leading to August 20<sup>th</sup>.
- **Chromebook Information & Questions** on caring for your student's Chromebook.
- **Chromebook Expectations** for administration, teaching staff, and students.



## Chromebook Rollout Timeline

### July

*Parent Notification & FAQ letter sent home*

### August

- *Parent Information Sessions*
  - *August 7 @ 6:30am*
  - *August 7 @ 12:00pm*
  - *August 7 @ 6:00pm*
  - *August 13 @ 6:30am*
  - *August 13 @ 12:00pm*
  - *August 13 @ 6:00pm*
  - *August 20 @ 6:00pm (FOR FRESHMAN PARENTS ONLY)*
- *Chromebook Distribution*
  - *August 20 - 9th      Grade during Orientation*
  - *August 26 - 12th      Grade during School Day*
  - *August 27 - 11th      Grade during School Day*
  - *August 28 - 10th      Grade during School Day*
- *Purchase Chromebook Coverage*
  - *Chromebook Coverage may be purchased for \$20.00 per school year*
    - *Check/Cash payments submitted to students' grade level administrator*
      - *9th/10th grades - Mr. Stillo*
      - *11th/12th grades - Mr. Rovi*



## Chromebook Information/FAQs

### **Why is the high school issuing Chromebooks to students?**

To provide all students with an authentic learning experience that engages through technology integration. Students will learn how to communicate, collaborate, and problem-solve using relevant, project-based activities available anytime, anywhere.

### **What grades are participating and who is eligible?**

All students in grades 9-12.

### **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**

PHS will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is neglectfully damaged, stolen, or lost, the student/parent/guardian is responsible for the cost of repair or replacing the unit (\$300 in 2019). The District regards the Chromebook as all other materials that are checked out by the student, ex: library materials, sports equipment, etc.

### **What should I do if my Chromebook gets damaged or stolen at school or at home?**

Please report any kind of damage to your teacher or to the PHS Tech Team as soon as possible. If your Chromebook is unsafe or unusable as a result of the damage, you will be able to borrow another district Chromebook until the necessary repairs are made to your assigned Chromebook. Students may be required to complete an "Incident Report Form" for each incident (forms may be obtained from the building office). Failure to report damages will result in financial liability for the student.

### **What incidents (resulting in damage to the school Chromebook) are NOT COVERED under the PHS insurance fee?**

- Damage caused as a result of horseplay in the vicinity of the Chromebook
- Theft resulting from inadequate security precautions
- Missing or lost Chromebook

### **What is the replacement cost of the Chromebook and accessories?**

See page 7 of the [PHS Digital Learning Environment \(DLE\) Handbook](#).



**How is the District paying for Chromebooks?**

The Chromebooks were purchased using dollars from the budget for technology and reallocation from supplies and textbook budgets.

**How is Internet use for my child monitored ?**

PSD uses software that will filter inappropriate Internet sites both in school and at home. The filter will be active both on the PSD network and other networks the student may be accessing. However, it is extremely important parents monitor children's Internet usage and activity. **NO FILTER WILL ELIMINATE 100% OF POSSIBLE INAPPROPRIATE MATERIAL.**

**What if we don't have WIFI at home?**

A Chromebook's use is maximized by WIFI. If a family does not have WIFI, a student may use the Chromebook at school, at the public library, at local businesses with WIFI capability, or wherever WIFI is available.

**Can students buy their own cover/bag?**

Yes, a cover is strongly recommended.

**Am I required to take my Chromebook home every night?**

Although there is no requirement to take your Chromebook home each night, you will find that most of your teachers will have assignments for you to complete at home that requires the use of a computer. You may certainly use your personal home computer to complete these assignments, but the district Chromebook that is assigned to you will have all of the necessary software already installed. Also, the district expectation is that the Chromebook is to be charged before the next school day.

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**PHILLIPSBURG HIGH SCHOOL**

Matthew J. Scanlon, Principal

**Whom can I contact if I have additional questions about the 1:1 Chromebook initiative?**

Kyle Rovi  
Assistant Principal, Phillipsburg  
[rovi.kyle@pburgsd.net](mailto:rovi.kyle@pburgsd.net)

John Stillo  
Assistant Principal, Phillipsburg High School  
[stillo.john@pburgsd.net](mailto:stillo.john@pburgsd.net)

Kathleen Troxell  
Assistant Principal, Phillipsburg High School  
[troxell.kathleen@pburgsd.net](mailto:troxell.kathleen@pburgsd.net)

**District Office**

Mike Cichocki  
Director of IT  
[cichocki.michael@pburgsd.net](mailto:cichocki.michael@pburgsd.net)



## Chromebook Expectations

### **Administrators**

District and building administrators are committed to delivering a high quality educational program for Phillipsburg students, and to providing our teachers with the tools needed to accomplish this task. Professional development that reinforces the descriptors of good teaching with technology, innovative educational strategies, and ongoing in-house technical support are the keys to a successful digital learning environment. Further, the professional goals of the high school administrative team will be tied directly to these three essential elements of Phillipsburg's Digital Learning Environment (DLE).

### **Teaching Staff**

Teachers have had access to Chromebooks and laptops for the past three years at the high school. Using Google Classroom and other digital instructional aides have also been encouraged across the curriculum. Beginning in the 2019-2020 school year, all high school teachers will utilize Google Classroom for each of their classes to manage student assignments and communicate home, and they will work with Directors to target digital instruction as appropriate. Additionally, teachers will continue educating themselves in different Chromebook applications by taking advantage of in-house training with our Professional Learning Community, and attending select professional development opportunities off-campus, when those opportunities arise

### **Students & Parents**

Students will enjoy the convenience of having their own Chromebook machine, instead of using different machines throughout the school day or being in a classroom without a Chromebook cart. As with any other piece of technology or educational material, it is the student's responsibility to take care of their computer, keep it charged, and bring it to school every day. Lastly, we know that accidents happen, which is why Chromebook Coverage insurance is strongly encouraged. At a cost of \$20.00 per school year, all repair costs are borne by the district.



## Chromebook Acceptable Use Policy Acknowledgement

Use of a Chromebook, both at school and home, is intended for the student to whom it is issued.

- Use the following link to the [PHS 1:1 Digital Learning Environment Student Handbook 2019-2020](#) for reference.
- An acceptable use policy document, along with a brief digital presentation on the expectations, details of use, coverage, and acknowledgement of receipt will be connected to all students' Parent/Guardian *Genesis* accounts.
  - **Reading and acknowledging these documents will open the parent portal, and it will also signify that Chromebook and technology acceptable use policies have been acknowledged. PARENTS/GUARDIANS MUST SIGN OFF IN GENESIS TO GAIN ACCESS TO THE PARENT PORTAL.**
- Additionally, six (6) information sessions will be offered prior to school opening for students and staff to hear a brief presentation on the 1:1 Chromebook Initiative at PHS. These information sessions are not mandatory, but they are strongly recommended so that we may begin next school year prepared as a team.

Once again, PHS is very excited to begin this next chapter in the use of technology in our classrooms. Parents are encouraged to read this memo, share it with your students, and contact us with any questions leading to the August Parent Information Sessions. As always, your continued partnership and cooperation makes initiatives such as these worthwhile, and successful.

Sincerely,

*Matthew J. Scanlon*

Matthew J. Scanlon, Principal

Phillipsburg High School