5/12/20

Dear Elementary School Parents,

This letter is to let parents know our plans for the use of Chromebooks by Elementary students in Rio Rancho schools for the next school year.

If your son/daughter currently has a Chromebook that you received from an elementary school, we will be collecting these from ALL K-5 STUDENTS on either May 20th or 21st. Please see the schedule below under “Dates”.

- If your son/daughter is attending Summer School, you may continue to use your assigned RRPS Chromebook until the end of your summer program. You will turn in that device and hotspot to your summer school principal or designee. We have a list of these students and will provide more information to them soon.

At the beginning of next school year (2020-21) elementary school students in grades K-5 will have a Chromebook “assigned” to them for their use at school throughout the year. This will reduce the amount of sharing, and each student will be responsible for taking care of their Chromebook while they are at school. Chromebooks will be ready to go home if there is a need for distance learning.

**Dates**

- May 20th- Elementary Chromebook and cord, SPARKLIGHT kits or hot spots return date
  - CAE- front drop off; A-L 12:00-1:30, M-Z 1:30-3:00
  - EHE- A-L 12:00-1:30, M-Z 1:30-3:00
  - ESE- Bus Lane A-L 1:00-2:30 and M-Z 3:00-4:30
  - MCE- A-E 9:00-9:30; F-L 9:30-10:00; M-Q 10:00-10:30; R-Z 10:30-11:00
  - RRE- 5th Grade only: Drop off/pick-up lane off Las Marias; 9:30-11

- May 21st- Elementary Chromebook and cord, SPARKLIGHT kits or hot spots return date
  - CDN-Parent Loop; 8-12
  - EHE- A-L 9:00-10:30, M-Z 10:30-12:00
  - MLK- Chianti Bus Loop; Last Name: A-F 8-9, G-O 9-10, P-Z 10-11
  - PDS - AM Session: 8:00-9:30 AM A-L Front Parking Lot, M-Z Bus Parking Lot
    - PDS - PM Session: 5:00-6:30 PM A-L Front Parking Lot, M-Z Bus Parking Lot
  - RRE - Drop off/pick-up lane off Las Marias; 8:00-12:00 & 1:00-3:00
  - SVE - Parent Drop Off Loop; 8-12
  - VGE- Bus Drop off; Last Name: A-I 8- 9:15, J-Q 9:15-10:30, R-Z 10:30-12:00
Drop Off Specifics - (Drive through service)

- Please bring your Chromebook and both parts of the power cord. Each Chromebook will be inspected for damage. Have the Chromebook turned on and open to reveal there is no damage and it is still in working order.
- If you have a missing power cord or broken cord, broken screen, keys missing or keyboard broken, please have a check ready made out to RRPS for us to repair the Chromebook.
  - ASUS C202 model Chromebook - $75.00
  - HP 11GE model Chromebook - $200.00
  - Screen - $50.00
  - Keyboard - $23.00
  - Power Cord - $20.00
- If you do not return the Chromebook or you do not have payment for repair, this fee will be added to your student’s account and we will set up an online system for you to pay for this at a later date.

SPARKLIGHT or Hot Spots

- If you were given a Sparklight kit or a hot spot, please place everything back in the box it came in and return it on May 20th or 21st along with your Chromebook and power cord.
- All Sparklight kits will need to be returned on May 20th or May 21st
  - If you need WIFI for summer school, we will check out a hot spot for you to use.

Sparklight Kit: please return all items and the box