



# Owen Intermediate School

*Strong Beginnings, Bright Futures*

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**Building Principal**  
Jason Salhaney

**Assistant Principal**  
Jean Smith

Dear Parents and Students,

February 24, 2021

Technology is an important part of our day to day both here at school and at home. It is important that students are using it appropriately and have it ready for their learning when they arrive at school. Here are just important reminders:

## **Safety**

- If you are concerned about something that you see on your child's school Chromebook, please let us know.
- Our technology department has put protections in place to ensure that your child's technology experience is safe and educational, however they can not always account for everything.
- It is important for you to monitor your child when they are at home and we will do the same when they are at school.

## **Responsibility**

- Charging Chromebook
  - Chromebooks must be charged overnight. If your child is using the computer after school, please make sure they plug it in prior to going to bed.
  - Chromebooks that lose their charge during the day will be sent to the technology office in the building to charge for 1 hour.
- Forgotten Chromebook
  - Students who forget their Chromebook at home will be directed to call and ask for someone to deliver it to school. Unfortunately, we do not have enough spare computers to lend out when students forget theirs at home.

In both of these situations, if a student is without their computer in class they will need to complete their assignments with paper and pencil until they have their Chromebook. If the assignment needs to be done with the computer, the student will be directed to copy it into the correct place as homework.

Thank you for your continued support. Working together we can provide your child with the best education possible.

Sincerely,  
Jean Smith  
Assistant Principal