



***Copeland Middle School is a collaborative community, where all stakeholders work in solidarity, thus creating an environment of mutual-respect, trust, and responsibility while empowering all individuals to be their authentic selves.***

Dear CMS Community,

The Rockaway Township School District Technology Department would like to welcome your students back for the 2022-2023 school year. This year, your students will be continuing in their "Graduate With Your Chromebook" program. We are making some modifications with regard to our repair procedures that we would like to inform you of.

Last year alone, the Technology Department logged approximately 1100 repairs, of which roughly half were caused by physical damage or loss. We would love to see a reduction in these numbers in order to keep this initiative sustainable.

In order to streamline the repair process, and reduce the traffic of students in and out of classrooms, we have modified the repair response for the middle school (the entire process is outlined in the video below), but to summarize it:

1. When a student discovers or breaks a Chromebook, they report it as soon as they can to the next available faculty member.
2. Students will borrow a classroom Chromebook and fill out a [Self-Reporting Repair Form](#) to report the damage/repair needed.
3. Students will continue to use classroom-based devices until a replacement device is made available to them from a technician (typically dropped off in the location where the Chromebook was left) within 1-2 days, based on availability.
4. Parents/Guardians are informed via email about the break, and if any fees are assessed on the repair based on damage and frequency.
5. Depending on availability and the situation, students will either be getting a replacement device that they will continue to use for the remainder of their career or a loaner device until a replacement device is available.

As we have done in the past, the first instance of an accidental break is not charged, however loss of the device/components or intentional damage may incur an immediate fee.

Our goal is simple. We want to enable education anywhere, anytime and feel that this investment in the community will let you know of our commitment to your students. Our hope is



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that knowing this device your student receives will one day become their personal device it will bestow a sense of responsibility in care over the years.

**To that end, we would like you to review the following documents and videos:**

[This video will show proper care instructions for general use of the Chromebook. We hope you enjoy it.](#)

[This video will explain our repair method, and what to expect in case of damage occurring to the device.](#)

[This is a copy of our Acceptable Use of Technology Agreement.](#)

[This is the 1:1 Chromebook Program: Parent and Student Handbook.](#)

[This is the Student Self Reporting Repair Form \(it will be made available on every student's Chromebook.\)](#)

[1:1 Chromebooks Do's and Don'ts](#)

**We ask that if you haven't already, please log into Genesis and approve the technology question, acknowledging that you have read through and accepted the policies we have enacted.**

Sincerely,

Abraham Elder

Chief Technology Officer

Rockaway Township School District



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