



Aztec Municipal School District
Inspired, Safe, and Fulfilled
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May 4th, 2023

RE: Summer 2023 Chromebook Information

Students **entering grades 4th -12th** will keep their Chromebooks this summer for the first time. Aztec Municipal Schools is supporting an effort for the majority of students to keep their school-issued Chromebook over the summer, expanding it to the lower grade levels next summer! Keeping their device promotes student ownership of devices and drastically reduces the amount of instructional time lost to collection and distribution of Chromebooks each year.

If a student is withdrawing from Aztec Municipal Schools at the end of May 2023, or during any time in the summer, please follow your school withdrawal procedure to verify you have withdrawn from school and turned in your school issued Chromebook. Failure to do so will result in fees and/or fines until payment is received.

Learning Continues: Students are encouraged to use their Chromebooks to pursue academic learning, hobbies, and other passions as long as those pursuits would be appropriate on a school-issued device. Examples include but are not limited to, computer coding, audio-visual production, reading, writing, and STEAM (Science, Technology, Engineering, Art, and Math) activities. High school students should also consider using summer months to research colleges and universities.

Storing the Chromebook: Even if a student does not intend to use the Chromebook over the summer, we ask families to simply store the device at home. Doing so guarantees that students will have access to their Chromebook and charger on the very first day of school and avoids potential delays during student registration and schedule pick-up. These devices do not require regular maintenance over the summer and can be safely stored on a shelf with the charger.

Use time and filters: All content accessed through our Chromebooks will continue to be filtered according to local, state, and federal policies and will remain the property of Aztec Municipal Schools.

Device Damage/Support: Any damages that occur during the summer, those Chromebooks can be repaired through the Technology Department. Please email it-info@aztecschools.com or call 505-599-4302 to set up an appointment for repair, or you can fill out this Google form <https://forms.gle/gZNRf4oaeohh2eRq8>. Any damage that is not repaired over the summer will be repaired in the fall according to the current Chromebook Handbook. Students are still responsible for damage due to negligence just as they are during the rest of the school year, and appropriate fees and fines may exist.

Lost or stolen Chromebooks: A lost or stolen device during the summer should be reported immediately to the Technology Department. As stated above, if you are moving out of the Aztec Municipal School District during the summer vacation months, you are required to turn in your device and charger, otherwise a charge will be assessed for a full replacement of the device. There are a few options that you can choose from to turn in your device.

- You may return your child's device to Aztec Municipal School District Central Office Technology Department located at 1118 W. Aztec Blvd., Monday thru Thursday, between the hours of 8am and 4pm.
- Up until the last day of school, you may turn in your device at your child's school during regular school office hours.

Additional Summer Guidelines: We want you to have your school issued Chromebook in great shape for the start of school, so we would like to offer a few tips.

We have learned that broken screens are the largest problem. As you might expect, the best prevention is to be constantly aware that your Chromebook uses a sheet of glass for its screen. The Chromebooks are rugged, but there is still a sheet of glass that needs protection. Try to get in the habit of gently placing your backpack on the floor and always keeping your Chromebook in its case.

Extra Vigilance is needed in the summer!

It is recommended to:

- ***Keep it away from water, pools, oceans, drinks, etc***
- ***Keep it cool***
- ***Avoid leaving it in a car or in direct sun.***

No action is necessary to participate in the summer Chromebook program. **If a student has unpaid fees due to Chromebook repair, those fees will stay with your student until paid, which is required before they officially withdraw from Aztec Schools or graduate.**

Thank you for supporting our efforts to provide a seamless technology experience for all Aztec Municipal School students and families. Please reach out to your school site tech with any questions.

Have a great summer,

Technology Department
Aztec Municipal School District