

Dear OBHS Parents, Guardians, and Students,

We are reaching out to schedule and communicate plans for end of year **Chromebook device return and summer care:**

**1. Graduating Seniors and Students Exiting the District**

- Return assigned device, case, charger, and headphones on **June 21st from 7:30a - 10:00a and 12:30 - 3:00pm.**
- Charges for missing or damaged devices will be collected via MySchoolBucks.

**2. Returning 7th - 11th Grade OBHS Students**

- Returning students will retain their district issued device over the summer. If a device is damaged during the summer, you are expected to turn-in the device for repair at the library media center upon your return in September.
- Listed below are some best practices on Chromebook care and use at home.

Do	Don't
<ul style="list-style-type: none"><li>• Keep the device in a safe/secure location.</li><li>• Keep the charger with the device so you do not misplace it.</li><li>• Carry the device around with two hands.</li><li>• Set time limits spent on the Chromebook.</li><li>• Use the device in a common area of the home.</li><li>• Periodically clean the device with a soft cloth and/or screen cleaner.</li><li>• Shut the device down (not just close the screen) if not being utilized for extended periods of time.</li><li>• Use the device for educational purposes.</li></ul>	<ul style="list-style-type: none"><li>• Keep the device plugged in all summer long if it is not being used.</li><li>• Eat or drink around the device.</li><li>• Remove the Chromebook from the case.</li><li>• Let young siblings use the device.</li><li>• Use the device for any activities not permitted in school. Student activity will continue to be monitored by GoGuardian</li></ul>

Please feel free to reach out if you have any questions or concerns. Thank you for your cooperation.

Sincerely,

Dr. Janna Ostroff  
K-12 Supervisor of Science and Technology for Instruction