

August, 2020

Dear Parents/Guardians:

**This is an information-packed letter about student laptops and other tech equipment usage in RSU #20. There are some key changes happening this year, and understanding the details will help ensure a successful year in regards to device usage. Thank you for your time and attention to this important letter.**

We are fortunate to be able to offer “1 to 1” devices for each student in grades K-12 this year. The device type may vary depending on the grade of your student, but our goal is to provide technology to support the learning of every student in our district.

When used appropriately, it can be a valuable educational tool, and we will ensure that teachers and staff will review the rules, regulations, policies, protocols, and best practices with students to ensure success with school-issued laptops. It is also essential that parents/guardians understand these as well, and review them with students prior to the start of the school year.

**With the current pandemic, and the need for flexibility to transition to fully remote instruction as needed, there are some important changes to the district’s laptop program.**

- We are not offering the RSU #20 Accidental Damage Coverage program at this time. You will be responsible for the full cost of repair or replacement for any damage or loss.
- All students will have take-home privileges, in order to allow for effective remote instruction. Students in grades 3-12 are expected to bring their device and charger to school every day, and to transport it in the bag provided. Further instructions will be provided for grades K-2. This means if we need to pivot to remote instruction, your student will already have their device with them.
- You will only need to fill out one Technology Equipment Usage Contract form PER HOUSEHOLD. Be sure to list every student in the household on your form. **Devices cannot be issued until this form is complete and returned.**

**Please review with your students and return the enclosed Technology Equipment Usage Contract and the RSU #20 policies on student computer use as soon as possible.** Please note, your student may not be issued a laptop until all forms are returned and any outstanding equipment has been returned and/or damage bills from previous years have been paid. You may return forms and money to the main office at any time, or send them in with your student.

If you have questions, please do not hesitate to email the Technology Integrator for your student/s’ school.

Sincerely,

*Susan Capwell*

6-12 Technology Integrator Specialist  
Searsport District Middle/High School  
scapwell@rsu20.org  
<https://tinyurl.com/sdmhs-tech>

*Lynn Redman*

K-5 Technology Integrator Specialist  
Searsport Elementary School  
lredman@rsu20.org