

## Laptop Deployment - 6th Grade and New to Elko

Good afternoon Elko families,

I am happy to announce the newly revised schedule for 6<sup>th</sup> grade laptop deployment. The revised schedule includes all days next week (Monday-Thursday) with extended hours, please see the distribution table below for our school's dates, deployment location, and times. This device distribution is for rising 6<sup>th</sup> graders and New HCPS Middle School Students. **5th grade students entering 6<sup>th</sup> grade this year that were issued a HCPS Chromebook last school year must bring that device and charger to be issued a secondary Laptop and charger.** Please read these instructions below carefully for details about borrowing and caring for the Laptop.

### Device Distribution Dates:

Aug 10 - 13 (M-Th)- rising 6<sup>th</sup> grader Chromebook for laptop swap (and all rising grade 6 or New HCPS Middle School students w/o elementary HCPS device pick up first time secondary HCPS issued device)

| School  | Deployment Location | Date and Time Schedule   |
|---------|---------------------|--|
| Elko MS | Bus Loop Door 17    | Monday 8-10-20 thru Thursday 8-13-20<br>9:00 a.m. to 6:00 p.m. |

### Questions and answers:

#### Who is eligible to receive a Laptop?

- Any Henrico secondary student (in this case rising 6<sup>th</sup> grade student or new HCPS Middle School student) who is registered at an HCPS secondary school and does not have a laptop or will be exchanging their elementary Chromebook for a laptop.

#### What can I expect when I pick up the Laptop for my student?

- Pull into the bus loop to get in line. There will be an individual directing traffic. **During the pick-up process, remain in your vehicle at all times.**
- A staff member will approach your vehicle and ask for your child's name and school, and your name. You will need to show valid identification.
- You will be asked if you have internet service in your home, and if you do not, you will be offered a Wi-Fi hot-spot device, if available (supplies are limited).
- You will turn in any Chromebook and charger you may have received for last year 5<sup>th</sup> grader remote learning and be receiving a 6<sup>th</sup> grade laptop for this year.
- Proceed to receive a Laptop and charger. You'll receive information about the Laptop and the conditions of borrowing one. If you agree, the laptop will be placed in your vehicle's back seat or trunk.
- Throughout this process, all staff members will minimize contact and exercise safe practices.

**What is needed for a Laptop to work?**

- Internet service is required for the Laptop to fully function and connect to digital resources that will be provided to students by their teachers.

**Where should I go if the Laptop is broken or does not work?**

- Remember, to function well, all Laptops and chargers must be cared for appropriately.
- If Laptops develop problems, they can be brought to a mobile technology hub to be turned in for repair. Summer Hours of operations are: Monday, Wednesday and Friday, 8:30-10:30 a.m. until August 20, 2020 then beginning August 24, 2020 the hours are: Monday through Friday from 8:30-10:30 a.m. and 2-4 p.m. Mobile hub locations are:
  - Deep Run High School (4801 Twin Hickory Road, Glen Allen, Va.)
  - Douglas Freeman High School (8701 Three Chopt Road, Henrico, Va.)
  - Hermitage High School (8301 Hungary Spring Road, Henrico, Va.)
  - Highland Springs High School (15 S. Oak Ave., Highland Springs, Va.)

**What if I don't have internet service in my home for the Laptop?**

- HCPS will loan you a Wi-Fi hot-spot device while supplies last. Additionally, Comcast is offering free and low-cost internet at this time for qualifying families. To see if you qualify for their promotion, visit Comcast's "Internet Essentials" website. The website for the promotion is [internetessentials.com/covid19](http://internetessentials.com/covid19). If you want to apply for Internet Essentials over the phone please call 1-855-8-INTERNET (1-855-846-8376). Comcast's call center hours of operation are from 8 a.m. to midnight, seven days a week.
- HCPS will issue Wi-Fi a hot-spot device, if available (supplies are limited) for those students without internet.

**Is the Laptop set up to safely avoid access to inappropriate web content?**

- Yes. Every Laptop is filtered by HCPS' web filtering system to provide as secure an environment for students as possible. Students should use technology responsibly at all times.

**When do I need to return the Laptop and charger my family has received?**

- A date will be announced later for the return of each Laptop. Until then, each Laptop and charger must be properly cared for.

**Where can I find HCPS' online learning materials for elementary students?**

- Visit <http://blogs.henrico.k12.va.us/hlp/virtual-learning/> for digital learning resources.

Thank you for reading,

Marilyn Royal, Interim Principal  
Elko Middle School

