



**To: Oneida City School District Families**  
**Re: Chromebooks**

The Oneida City School District will be allowing students in grades 7-11 to keep their school-issued Chromebooks over the summer! The 1:1 iLearning Initiative brings us closer to fulfilling our vision of “anytime, anywhere” learning. Technology is a part of our culture and continues to be embedded as a regular part of the process of how our students learn. Keeping the same device from year-to-year also promotes student ownership and drastically reduces the amount of instructional time lost to collection and distribution of Chromebooks each year.

Senior collection of Chromebooks will take place during graduation photos on June 11th and June 12th at Oneida High School. There will be a table set up in the main lobby of the auditorium for you to drop off your Chromebook, case, and charger before entering the auditorium for your pictures. Please make sure that the Chromebook is returned with both parts of the assigned charger and assigned case.

Students in grades 7-11 are encouraged to use their devices to pursue academic learning, hobbies, and other passions over the summer as long as those pursuits are appropriate on a school-issued device. High school students should also consider using summer months to research colleges and apply for scholarships. Devices for students in grades PK-6 will be distributed in the fall.

If a student does not intend to use the device over the summer, we ask families to consider storing the device safely at home. Home storage guarantees that the student will have access to their assigned Chromebook on the very first day of school. These devices do not require regular maintenance over the summer and can be safely stored on a shelf with the charger nearby. If the device will not be used, we asked that the Chromebook be stored according to storage guidelines. Failure to follow these steps could cause the Chromebook battery to reach a critically low charge when the Chromebook is stored for long periods without use and could result in permanent failure of the battery. Battery failure will result in the student not having access to a Chromebook until the IT department can repair it in the fall.

*How to store your unused Chromebook over the summer:*

- Connect device to charger and turn on.
- With the AC Adapter still connected to the device, put the device in "Battery Cut-off mode". Hold Refresh + Power at the same time for at least 3 seconds.
- While holding these keys, remove the power cable from the device, and then release the keys. The device should shut down and remain off.
- Attempt to power the unit on using the power button.

- If the unit does not power on, you have completed the steps and can safely store the system.
- If the unit powers on, you should repeat steps 2 to 5.
- Store it in a cool, dry place.
- Please do not attempt to physically remove the battery.

All Chromebooks will continue to be filtered according to local, state, and federal policies and will remain the property of the Oneida City School District. Chromebooks that are broken or fail to work properly must be reported to the technology department by filling out the online form [www.oneidacsd.org](http://www.oneidacsd.org) > Student Resources > 1:1 Chromebook Repair Form. Any damage to the devices will be repaired in the fall. Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance as this may void any warranty. Technical support is not available during the summer months. A lost or stolen device should be reported immediately to the building principal. Families who move over the summer can return their device(s) Monday-Friday between the hours of 7:30 AM and 3:30 PM to any building secretary or principal. Be sure to return the Chromebook, Chromebook case and both ends of the power supply.

For any questions about the 1:1 iLearning initiative, please contact the building principals, the Administrator for Technology and Special Programs, Genevieve Brauner at [gbrauner@oneidacsd.org](mailto:gbrauner@oneidacsd.org) or the Administrator for Curriculum, Instruction Assessment, Jessica Poyer at [jpoyer@oneidacsd.org](mailto:jpoyer@oneidacsd.org).

For more information about the 1:1 iLearning Initiative, please visit [www.oneidacsd.org](http://www.oneidacsd.org).

We wish everyone a fun, safe, and healthy summer!