



EAST LYME PUBLIC SCHOOLS

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November 30, 2020

Dear ELHS Virtual Viking Parents/Guardians,

As noted a few weeks ago, all students in grades PK-12 will be receiving a district provided device allowing students to have 24/7 access to classroom materials and our digital curriculum. You are receiving this letter as notification that your Virtual Viking high school student's laptop will be distributed to them this Wednesday, December 2, 2020 via drive thru at East Lyme High School.

Please click on the link to sign-up for a time slot for picking up your child's device:

<https://www.signupgenius.com/go/9040549a5ab22a4fb6-high5>

**Pick-up is located at East Lyme High School main entrance between the hours of 8AM-6PM. Devices will only be deployed during your assigned time. Drive up customer service is provided so please remain in your vehicle during pick up and mask wearing is appreciated.*

Please review the steps below in order for your child to receive their new laptop.

Step One: Read and review East Lyme One-to-One Device Program documentation and sign the two forms found on pages 6 & 7. **These signed forms must be submitted at your assigned time in order for your child to receive their new device.**

Please note that if you currently have a district owned device, your child must return that device on the day they receive their new device. The new device will stay with them for the remainder of the school year.

Step Two: It is important to pay attention to Board of Education Policies noted as well as the Device Insurance Program.

To purchase device insurance:

- 1) Submit a check for \$30.00 to your school's Main Office by December 23rd***
- 2) Make the check out to ELBOE Special Account***
- 3) Write "Device Insurance" and the name of your child on the memo field of the check***

Step Three: Should you need any assistance with your new device while learning from home, parents and students can contact the Distance Learning Help Desk.

East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker.



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Step Four: For the health and safety of your child, it is important that they bring their own headphones or earbuds to school every day to use with their new device. Each school will have only a small supply on hand in case a student forgets to bring theirs or if they should malfunction.

Step Five: Teachers will be asking at the start, and throughout their ZOOM class, that all students turn on their video and keep on video when learning in ZOOM. Please note that we understand that students have individual needs that may impact their ability to turn on their video. I encourage you to reach out to your child's teacher to discuss this individual need. Teachers will determine when it is appropriate to turn off videos as part of the learning experience. The ability for students and staff to see each other without masks and to see facial responses when learning is key to the human connection. As students intellectually develop, it is important that they see their peers faces to build genuine connections peer to peer as part of the learning. Please refer to [Helpful Links for Parents](#) and [Zoom Directions for Students](#) for additional information.

East Lyme Public Schools believes the implementation and focus of a One-to-One Device program will provide the necessary tools and resources for a progressive blended learning environment characterized by flexibility, collaboration, personalization, creativity and technology-rich learning. The One-to-One Device program will empower students and teachers to use technology, accessing and using purposeful technology-based tools as part of their learning experience. Implementation of a One-to-One Device initiative enables anywhere, anytime learning that is not limited by the physical confines of a classroom or school building.

Please visit East Lyme Public Schools website for additional resources related to our One-to-One Device Program: <https://www.eastlymeschools.org/district/general-information/covid-19-information/technology-resources>.

Sincerely,

Amy Drowne
Assistant Superintendent for Curriculum, Instruction and Assessment