



Parents of Elephant's Fork students,

It is almost the end of the school year and there are several important notifications you will need to be aware of regarding student Chromebooks and hotspots.

Returning Students:

Students will keep their SPS issued Chromebooks (laptops) over the summer and bring them back to school in the Fall. If you are returning to school in Suffolk, there are some basic housekeeping tasks to keep your child's Chromebook in good order:

1. Students are able to use their Chromebook over the summer. Please remember to take good care of it by closing it when walking and keeping it away from food and drink. Wash hands before use.
2. Find a safe place to store your child's Chromebook and charger, such as a bookshelf or desk. Do not store the Chromebook on the floor. Do not place any objects on top of the chromebook.
3. Keep the Chromebook free from stickers, paint, glue, nail polish, etc.
4. If you are not using your SPS Chromebook over the summer, please put it in a safe place, along with the charger.
5. Have students log into their Chromebook monthly to keep it from going into a deep sleep.
6. Check for Chrome updates by logging into the Chromebook, then:
 - a. Click the time in the bottom right corner.
 - b. Click on the settings (the gear icon).
 - c. A new window will open. On the left side menu, click on the very bottom choice that says "About Chrome OS".
 - d. At the top of the next window, click "Check for updates" at the top. This will begin an update if needed. Once the update is complete, you will be prompted to restart. Please restart, and once the sign-in screen is displayed, the update is complete and you can continue using the Chromebook, or close it and store it safely.

Students leaving SPS:

If your family will not be returning to SPS next year, please contact Mrs. Patterson in the Media Center at 757-923-5250. You will need to return your Chromebook and charger before June 18. If you are uncertain about your child's return to SPS, please contact the Media Specialist to discuss your options.

Hotspots:

All hotspots must be returned no later than June 14. Be sure to return all parts, including the charger cable, charging cube, and box/case. These can be dropped off in the main office, or you can contact Mrs. Patterson to schedule a drop off time.

If you need to contact your school, please call 757-923-5250, ext Media Center.

Thank you for your assistance and support,

Anna Patterson