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## ***Summer Guidance for Student Laptop Use and Storage***

Dear High School of Commerce Students and Families;

You may have received a call recently from Springfield Public Schools asking you to keep the laptop issued to your student for the summer. In an attempt to help you do this, I am providing to you the following guidance for summer storage and use to help you and your student meet the expectations you set in your home *and* be prepared to return to remote learning next year. Please review this letter in full and reach out to me via the number listed above with any questions. Thank you, stay safe and healthy, and I look forward to seeing you again in our school.

***Firstly***, if you move out of the city OR if you transfer out of SPS public schools you are expected to return the device to us. Please reach out to the number above to do so. Missing devices will be followed up on to ensure their return in such cases. If you do not return the device when you are moving or otherwise leaving SPS schools, you may be liable for its cost to the school.

If the device breaks or stops working - especially for those who need it for summer programs - please text the number above to resolve the issue or get the device replaced.

***For those participating in summer programs:*** You are expected to keep and use the laptop for those programs, whether it is summer school, credit recovery, or college classes.

***For Seniors with credits to finish:*** You are expected to finish your credits and return the device when you are finished with your coursework. Please text the number listed above with any questions or to arrange drop-off / pickup of your device.

***For the General student body (rising freshmen, sophomores, juniors):*** If your student is returning to an SPS school next year, we would like you to keep the laptop over the summer. This will ensure that your student has a device at the start of the next year.

***Guidelines for Parents regarding student technology (Laptops):*** It is important that you secure the device during the summer months to ensure that you will have it in the fall. We advise Parents to establish rules to fit your house and expectations for your student.

*If you don't want the student to use the device during the summer*, we advise you to hold the device and store it together with the sleeve and charger during those times. Store it in a private location such as a personal closet, a locked cabinet, or some place where you will know where it is and will know if your student has accessed it. Please reach out to the number above via text message with any questions.

*If you are comfortable with your student using the device during the summer*, we advise you to establish some ground rules for use. Some examples may include only being able to use it in public shared spaces of your home (such as a living room), returning it to its storage location after using it, and /or only using it during certain times of the day. Please be aware that while SPS does block a number of sites, teachers will not be available to monitor your student's activity so establish and use some ground rules to ensure your student uses the device appropriately. Please text the number above if you need assistance or have further questions.

If you need the device removed from the house for disciplinary reasons and/or to support your established parenting guidelines, please reach out via text message to the number above to see what arrangements can be made, with full expectation of cooperation in getting the device back to your student before the start of next year as we will likely be resuming remote learning next year - in some form.

Thank you and best wishes,

Mr. Wesley Strong