Dear Parents and Guardians,

Welcome to a new school year! This year will provide your child with an exciting technology opportunity for learning due to a new initiative by the Regina Catholic School Division. This year, we are blessed to have enhanced technology in our classroom. I was selected to receive a tablet per student for the remainder of my school year. Because of this initiative, called the Connected Educator Project, we will use this enhanced technology in our classrooms to actualize the curriculum and augment your child’s learning.

The goal of the Connected Educator Project is to create digitally rich classrooms in RCSD, that are focused on student-centered pedagogy and learning tasks. It is the vision that by enabling our technologically innovative teachers to enhance their teaching pedagogy and become connected classroom educators that a new and exciting appreciation for the integration of technology will emerge. With this in mind, we will be working this year to actualize this vision and create digitally rich experiences that will use the technology tools to enhance the learning for your child.

In order for this to work successfully in a high school setting, each student will be assigned a tablet to use during class-time. This tablet MAY NOT leave the classroom. Each student is responsible for the care of this tablet during their class with me (ensuring it is returned in proper condition each day, plugging it in to charge, returning the keyboard and stylus to the proper locations, only using the device for school work, etc.). Because multiple students will be using these devices daily, I will be monitoring their use strictly. Any damage or inappropriate use will result in students losing access to the device, as well as being responsible for any financial costs associated with loss or repair (if applicable).

Additionally, because we have this opportunity in our classroom, students will not need their cell phone for any school-related use. Therefore, cell phones will not be seen or heard during class.

Below are my expectations for student use.

1. **The Device:** You will be assigned a number that will match the number on one of the Surface Pro, keyboards, and styluses. These devices will be your responsibility for the entirety of the course. You are not to share or lend this device with anyone else outside of our classroom. If this device, keyboard, or stylus is damaged or lost, you will not receive another one, which is why it is extremely important that you take care of your devices.
2. **Headphones:** For sanitary reasons, students will also need to provide their own headphones for use during class time. Part of an assignment or lesson may involve watching a video clip or listening to a song. Headphones will not be provided.
3. **Storage and Charging:** Whenever you are not using your device, they are to be stored in the charging cart at the back of the room in the matching numbered slot. Remember to plug your device in each time as they will need to be charged each day. Forgetting to plug them in will result in a dead device and leave you or a student in the next class with nothing to use until it is charged again. Once again, this is your responsibility and using someone else’s device, because you forgot to charge yours, is not an option. Because we have other students who will use this device during other class hours, it is important to charge your device when you are not using it.
4. **General Care:** These are expensive devices and we are very fortunate to have them in our classroom. You need to treat these devices with ~~as much~~ more care then you would with your own phone after you get your crush’s number. These devices are not to be left on the ground, on your desk during lunch, in the bathroom, on the roof, at the nearest Pokestop…well you get the idea. You are all mature high school students and I fully trust each and every one of you to use common sense and take proper care of your device.
5. **File Management:** We will be working a lot out of our Office 365 and Collaborative OneDrive accounts this year and as such you will have the unique ability to sync your files in the cloud to your device. You will need to ensure that everything is being saved to your “RCSD One Drive” folder and not to the computer itself. (We will go through this procedure later). DO NOT save files to the computer itself. These will not sync to the cloud and will be lost if the computer crashes and will use up valuable space that is to be shared with other classes. This will also make it easier on you at the end of the course when you need to remove all of your information off of the devices.
6. **Usage:** While it is extremely exciting to have your very own device here at school, there are a few things you need to keep in mind when using:
	1. Just because these devices are yours for the course, does not mean you can use them whenever you want. You still need to follow regular procedures and will be permitted to use your device only when your teacher instructs you to.
	2. Continue being responsible Digital Citizens and using your device appropriately.

If you have any question about the Connected Educator Project, please don’t hesitate to contact me.

Sincerely, j.fairbairn@rcsd.ca

Jessica Fairbairn 306-789-7230

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_understand and promise to follow all of the above procedures for my laptop this year. I will always demonstrate maturity and commons sense when using my device and continue to be a responsible digital citizen.

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STUDENT SIGNATURE DATE

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian), have spoken with my student about the great opportunities and responsibilities associated with the RCSD Connected Educator Project. I understand that my student is responsible to use this technology appropriately to better his/her instruction.

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PARENT SIGNATURE DATE