



HUNTSVILLE HIGH SCHOOL

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Dear TLDSB Students and Families,

In response to Covid-19 school closures, and in support of summer learning opportunities, Trillium Lakelands DSB is making Edwin Chromebooks available to Edwin Program students over the summer vacation period.

Student Responsibilities:

- Students and families are responsible for the safe use and security of the Chromebook at all times.
- Your Chromebook is a learning tool, and you are accountable to the agreement that was signed before you received the device, even over the summer months.
- All users of TLDSB Chromebooks are bound by Trillium Lakelands DSB [APPROPRIATE USE OF DIGITAL TECHNOLOGY, CONTENT, AND SERVICES](#).
- It is your responsibility to follow appropriate, responsible behaviour with regard to technology.
- You can login to <https://hhs.library.tldsb.ca/> to see what items (including the Edwin) you have out. If you are missing the Edwin, charging cord or storage case please fill out the form at <https://forms.gle/xyaDu43Cbs4aDqN56>
- Students must retain all assigned items. This will be the equipment you use in the coming 2020-2021 school year.

What happens if I have technical difficulties over the summer?

- Limited technical support will be available to students throughout the summer break. Should a problem arise, students should follow the school specific procedures [below](#) in this letter.
- Do not take the Chromebook to an outside agency for servicing. Only a TLDSB repair technician or TLDSB Vendor should disassemble and repair your Chromebook.



What if I move schools over the summer?

- If you move to another TLDSB school, bring your TLDSB Chromebook with you when you register at your new school. Be sure to tell them that you have a device.
- If you move to a school outside of the TLDSB, you are responsible for returning all your equipment (Chromebook, charging cord and case) to the TLDSB school that you are leaving (during the week before the school starts). Families are financially responsible for any missing components.
- When students graduate or leave TLDSB, they might wish to take their Google Drive files with them. They should use [Google Takeout](#) to do this.

Reminders:

- The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device. Remember you are responsible for any damage or misuse.
- You should keep your Chromebook updated over the summer by logging in and connecting to the Internet occasionally. This will allow the Chromebook to download any available updates. The following points will assist you to keep your technology in good working condition:
 - Log off, shut down, and charge the Chromebook at night.
 - Once a week, check to see if there is an update to the operating system. Click on three dots in the top right hand corner of Chrome browser, click on Help > About Google Chrome.
- Your Chromebook's LCD Display is a very expensive component, and physical damage to it is not covered by warranty. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil. Don't place items on top of your Chromebook as the weight can cause damage to the screen.
 - Always use a carrying case to safely transport your Chromebook.
 - Keep liquids and food away from your Chromebook to avoid damage, and keep your Chromebook away from water.
 - Avoid subjecting your Chromebook to extreme temperatures by leaving it in a vehicle or outside.

Technical Difficulties:

- email infohhs@tlds.on.ca with the following information: name, student number, Edwin # (sticker on the bottom), Edwin barcode number, explanation of the issue. Check your email over the next week for a reply.



