

Good Evening to the Families of Montgomery Knolls:

MCPS is preparing to distribute technology and instructional materials to all students for the 2020-2021 school year. Each student will be assigned a Chromebook. Many of our students already have a MCPS device they can continue to use for the school year. Some students are eligible for an upgrade as we phase out our older-model Chromebooks.

Our school will offer curbside pickup of devices and available instructional materials on August 28th. On August 28th, we will provide curbside service to families from 9 a.m. - 3:30 p.m. We ask you to follow the schedule provided below to limit crowds, wait times, and risks to the community. We have scheduled this time to distribute technology for students who may still need a device, need to exchange a device, or to provide an upgrade (see chart below for identification and upgrade eligibility). Please rest assured that there will be a device for every student.

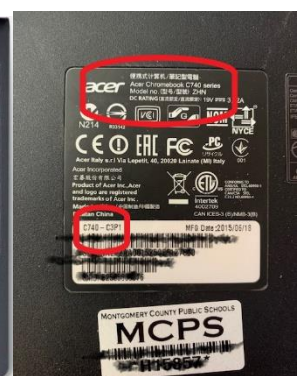
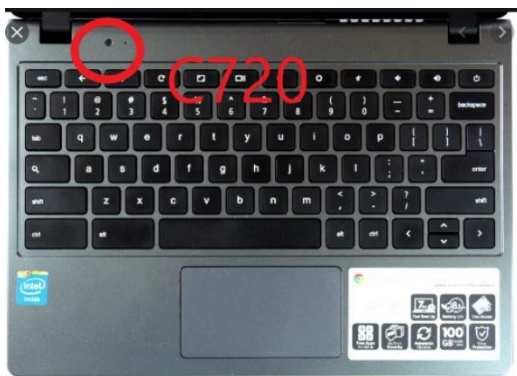
There will be additional curbside stations for grade level student learning kits that all students will need to successfully engage in virtual learning for the first semester.

Students who will not be returning to MCPS should return their Chromebooks, chargers and any other materials.

Device Upgrade Eligibility:

Grade Level	What device is available for SY 2020 - 2021
Pre-K to Grade 5	One Touchscreen Lenovo 300e is assigned to each student and ready for pickup*
Grade 6 to Grade 8	Acer C740 available for pickup* or continued use
Grade 9	Lenovo 771 available for pickup*
Grade 10 to Grade 12	Acer C740 available for pickup* or continued use
VILs Schools	A different device will be made available

*** all old devices will need to be turned in when picking up a new device**



Designated pickup times to help manage crowds:

Last Name Begins With	Designated Pickup Time
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A - E	9 a.m. - 10 a.m.
F - J	10 a.m. - 11 a.m.
K - O	11 a.m. - 12 p.m.
P - T	12:30 p.m. - 1:30 p.m.
U - Z or missed time above	1:30 p.m. - 3:30 p.m.

If you are not able to visit the school on these dates, please contact the school to make other arrangements.

Schools will contact families to provide information for subsequent opportunities to pick up additional materials as inventory arrives and individual class or student needs are identified.

Curbside Pickup & Delivery Procedures:

- All visitors must wear a face covering and have a **VISIBLE SIGN** with **child's first and last name, grade level, and student ID #**.
- MCPS staff will follow the CDC guidelines, maintain physical distancing, and wear face coverings.
- Drivers and occupants are not permitted to exit the vehicle unless asked by staff to meet the needs of the student.
- Accommodations will be made for walk ups.

Student login information and passwords:

Login and passwords will not be changed for the start of the school year. Later this fall, more information will be provided to families regarding the required password changes for students.

Student login information will be provided to all families via an email to the email address on record for the students' guardians. If you need additional assistance with login information, please contact the school at 240-740-0840.

MCPS issued MiFi for internet connection:

Due to limited supply, internet MiFis will not be available during school distributions. The device distribution team will take note of requests. Pick up arrangements will be made once inventory is received. As a reminder, the MiFis are intended for families who do not have home internet options. Those with weak or problematic internet connections should contact their service provider to ensure they are receiving the service for which they are entitled. Other issues may be solved by moving the home router to a more central location. Each MiFi device can support multiple connections.

Obligations:

MCPS will be enforcing user responsibility; the Chromebook login screen will be updated to reflect the expectations and costs associated with repair should a device be physically damaged by neglect, accident, or intent. Acceptance of the MCPS device implies consent of the policy which can also be [viewed online](#). The login screen and MCPS website outline the process for return and repair.

If you have any questions, feel free to contact our school.

Warmest Regards,

Arienne Clark-Harrison

Principal

Montgomery Knolls Elementary School