



Dear Parent/Guardian:

In efforts to support our scholars continued distance learning while school is closed for the COVID-19 pandemic, Paul PCS has loaned a chromebook and charger to your scholar to take home during the school closure period. In honor of supporting our scholars continued education, it is expected in good faith that all devices will be returned to Paul PCS on the reopening of school. **The chromebook is to be used by the student for learning purposes only and is the property of Paul Public Charter School.** Failure to return the loaned devices will result in the disabling of the device rendering it inoperable, and could subject you to a replacement fee.

The expectations on the use of the chromebook are to be followed in accordance with the *Acceptable Computer Use and Internet Safety* policy outlined in Paul's [Family Handbook](#), found on Paul's website. In addition to the chromebook and charger, several supporting documents were also sent home, in efforts to ensure the upkeep, safety, ease of use and functionality of the device.

Listed below are the documents sent home with your scholar to successfully support their distance learning assignments.

- How to sign up for Low-Cost Internet access at home
- Instructions on how to connect to a Wi-fi connection using a chromebook
- Internet safety guidelines & Tips for Taking Care of the chromebook

If there should be any technical support needed, the Paul technology department will be available during the hours of 8:00 - 12:30 pm, Monday - Thursday. To reach Paul's technology department, **please call our temporary help center at 202-378-2269** or complete the tech support form by going to this website: <https://tinyurl.com/rwewvg6>.

Sincerely,

Tracy L. Wright, CEO