



Dear Marquardt School District 15 Families,

Your student is bringing home a D15 laptop for their educational use. This computer is to be used for completing homework and practicing skills. If your student needs help with their login and password their teacher has this information. If your student needs technical help with their laptop they will receive it while at school during school hours.

Please help make sure that your student charges the laptop nightly and brings it to school daily, per their teachers' instructions. There may be a time frame when teachers instruct students to only use computers at home and to not transport back and forth to school.

Please make sure that your student is respectful of the school property in the following manner:

1. Please wash hands when using laptop
2. Lay computer on flat surface while using laptop
3. No eating and drinking while using laptop
4. Do not share your login or password with anyone but your parents
5. Never store your laptop in an unlocked/unattended vehicle
6. When not in use close lid of your laptop to avoid draining battery
7. Do not set anything on top of computer
8. Laptop will be treated like any other school owned educational tool

Directions are attached on how to login to your home wi-fi as well as accessing Office 365. Please keep these materials with the laptop as quick resources. Additional resources can be found at www.d15.us under Students and Parents.

Cindy Darling

Director of Technology

Marquardt School District 15