



August 6, 2009

RE: 7-12 Laptop Initiative and Kellogg Laptop Distribution

Dear Kellogg Families,

We are looking forward to an exciting year with technology at Kellogg. In preparation for the start of school we want to provide you with the information about the Family Options for School Laptops – 2009-2010. Laptop distribution is August 24th for families selecting home – school access.

Instruction is infused with technology integration to enhance student learning at Kellogg Middle School and laptops are used beginning day two of school to begin the school orientation process for all students. Starting the first full week of school many teachers begin using technology as regular part of their classroom instruction. Homework is posted for each class on iCal – an online calendar system also visible through the Kellogg website on any computer that has Internet access. Grades are posted online once a month and each teacher hosts a SWIFT website that posts documents for units of study to assist students with material organization, links to relevant research sites, and use of online discussion tools so all student voices are heard.

All students will receive training on iCal, Internet safety, effective use of websites, plagiarism, backing up data, standard printing processes and expectations, file sharing, and server use during orientation and throughout the school year. Parent training topics include:

- iCal – the electronic homework and school calendar
- SWIFT Websites
- Online Grades
- Internet safety

| Option 1: Check out laptop for home –school access.

Students check out a laptop for the school year for use at school and home. Students pay an annual technology fee of \$80.00 for laptop insurance. Seventh grade students will need to provide or purchase an acceptable protective laptop case. They are available at Kellogg for \$20.00. Padded backpack sleeves are not acceptable. All forms are currently posted on the Shoreline School District Website for your review before distribution: http://www.shorelineschools.org/departments/instruction/tech/laptop_info.php

Payment Options: Please bring your receipt with you to laptop rollout!

1. Online Credit Card Payment (Pay Pal): Beginning August 11, 2009 you may go to the district website and pay for laptop insurance online using your credit card: (LAPTOP PAYMENTS ONLY) <http://www.shorelineschools.org> or http://www.shorelineschools.org/instruction/tech/laptop_info.php
 - a. Student Login: Student Last Name:
 - b. Password is the following 7 digit ID:
2. Pay at Kellogg on School Business Days with cash, check or money order made out to Shoreline School District. (Laptop payments, ASB, Athletics, PE Uniforms, School Forms)
 - a. August 19 from 7:00 AM - 4:00 PM
 - b. August 20 from 7:30 AM – 6:00 PM
3. Laptop Distribution Day – August 24th, Kellogg Middle School at Designated Time – See Fall mailer or Kellogg Website for assigned time. (LAPTOP PAYMENTS ONLY)

Scholarships: If the cost is an extreme financial hardship for your family, you may apply for one of a very limited number of scholarships that will be available or arrange for a monthly payment schedule. You may call Kellogg Middle School and ask for Carol Hunter at 206-368-4783 between 8:00 and 3:00 after August 11 or meet with Debra in the main office on August 24 during your laptop rollout assigned appointment time.

Laptop Distribution Option 1:

Students are required to attend the laptop distribution at their scheduled time and are encouraged to be accompanied by one parent/guardian. It is very important that this appointment is kept. Make-up space is limited. If you cannot attend at your scheduled time, please call Carol Hunter at the Kellogg office (206 368-4783) to schedule an appointment on August 24 at 7:30 AM or 6:00 PM for the make-up session. *Note – a friend cannot pick up your laptop for you. You must do so in person.*

All forms are currently posted on the Shoreline School District Website for your review before distribution: http://www.shorelineschools.org/departments/instruction/tech/laptop_info.php

Please bring the following to Laptop Distribution:

1. Payment of \$80.00 for insurance or receipt and \$20.00 for case (if needed)
2. Laptop Case – 8th grade students (must have to take laptop home!!!)
3. Signed Forms:
 - a. Family Options for School Laptops – 2009-2010: Circle Option 1
 - b. *Laptop Release Form

*The laptop agreement and addendum are on the Shoreline District Website. Hard copies will be available on laptop rollout day – August 24th at Kellogg Middle School.

Option 2: Access to laptops for classroom activities and parent provided home access.

If choosing Option 2, please provide your student with a method of transporting digital schoolwork between home and the classroom such as a USB drive. Students will not be allowed to bring non-

district issued computers to school. Students will pick up a computer at the beginning of the school day and return it to the library at the close of each school day.

Please bring the following forms signed to Laptop Distribution:

1. Family Options for School Laptops – 2009-2010: Circle Option 2
2. *Laptop Release Form

*The laptop agreement and addendum are on the Shoreline District Website. Hard copies will be available on laptop rollout day – August 24th at Kellogg Middle School.

Session 1. Cafeteria: Orientation 20 minutes: (7th Grade and New 8th Grade Students)

- Shoreline School District Policy, Family Responsibility, Care and Use of Laptops
- Welcome to Kellogg and insight to first week of school.

Session 2. Laptop Distribution (7th and 8th grade Students)

- **100 Unit Hallway** – Payment Station: Payment for \$80.00 insurance and \$20.00 laptop case ONLY. Checks made out to the Shoreline School District
- **Library** – laptop distribution, case distribution, form collection (please bring completed school and laptop forms with you) 8th graders – please remember your case from last year!

Optional Activities

- Please note that each of these activities can be taken care of on the first day of school by your student.
- Library:
 - School Forms Drop off
 - Athletic Packets
 - PTSA membership
- Activity Center
 - Tentative Schedule Distribution –
 - School hallways open for tours. Classrooms closed.

Please review the chart below to find your appointment time.

*** Families with both 7th and 8th grade students may attend at one time.**

7th and 8th grade students: Please bring completed forms, your receipt verifying payment, and a case if you already have one. If you may plan to pay on distribution day, please be patient as there is only one payment line. We are only accepting laptop payments to keep the line running as smoothly as possible. Other fees may be paid during the first week of school or on Kellogg Business Days, August 19 and 20. We encourage online payment prior to distribution day to avoid waiting.

The Kellogg staff is looking forward to a great year with our community!

Lori Longo, Principal

Note: 7th grade students and new 8th grade students will report to the cafeteria at the start of each session for school and laptop orientation. Returning 8th graders will report to the 100 unit hallway.

Monday, August 24th	
1st Letter(s) of Student Last Name	Start Time for Session
<u>Appointment Only</u> Please call 206-368-4783 beginning Aug. 10 between 8 AM and 3 PM	7:30 AM
A through B- 7th and 8th Grade W through Z- 7th Grade Only	8:30 AM
C through D- 7th and 8th Grade T through V- 8th Grade Only	9:30 AM
E through G- 7th and 8th Grade	10:30 AM
H through I- 7th and 8th Grade Sk-Sw- 8th Grade Only	12:30 PM
J through L- 7th and 8th Grade	1:30 PM
M through M- 7th and 8th Grade W-Z- 8th Grade Only	2:30 PM
N through P- 7th and 8th Grade T-V- 7th Grade Only	3:30 PM
Q-Si- 7th and 8th Grade Sk-Sw- 7th Grade Only	4:30 PM
<u>Appointment Only</u> Please call 206-368-4783 beginning Aug. 10 between 8 AM and 3 PM	6:30 PM