



244235 Range Road 33. Calgary, AB. T3Z 2E8
Phone: 403-242-4456
<http://springmd.rockyview.ab.ca/>
Principal: Mary Magee
Assistant Principal: Stacy-Ann Pothier



Dear Parent/Guardian:

We recommend that grade 7 and 8 students at Springbank Middle School bring a laptop for daily use. If a student is unable to bring a laptop or requires the temporary use of a laptop, we have a number of computers that can be loaned out at the beginning of the day and returned at the end of each school day. Students using a school laptop will be assigned a specific laptop for use and will have their name on it. Students will be responsible for returning the laptop for charging at the end of each day.

Please refer to the "Acceptable Use Agreement" each student signs at the beginning of the school year to ensure that laptops are used in the appropriate manner. Should a student no longer require a school laptop, please notify Mr. Rotzal so the laptop can be reassigned to another student.

Students are given RVS Google accounts to complete schoolwork tasks. Student schoolwork will be saved in their Google account to allow them to access data when away from the school, as school laptops will remain at the school.

For a student to be assigned a school laptop, regardless of circumstance, a parent request and signature is required. This form should be brought back to the school so that the student can receive his/her laptop. If you have questions or require additional information, please do not hesitate to contact Mr. Rotzal or the Springbank Middle School administration.

I, _____ request that _____ be assigned a school laptop for use during the school day. I understand that during the time my child is using the device, it is his/her responsibility to maintain reasonable care of the device. If damage does occur to the device because of careless usage, the student will be held responsible for repairs or replacement.

Student Name: _____

Date: _____

Parent Signature: _____

Student Signature: _____

For School Use Only

Home Room: _____

Home Room Teacher: _____

Laptop #: _____

Date Assigned: _____

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