

August #, 20##

Dear Parents and Guardians;

The Penn Manor School District will be implementing a 1:1 student laptop program during the 20xx-20xx school year for all students in grades 9 to 12 who attend Penn Manor High School. Each student will be provided with a laptop computer for personal use both in school and at home. Providing a personal device to each student democratizes computing for all students, regardless of socio-economic status. Students will be afforded the opportunity to learn through new methods with new resources and information.

The action to launch a high school 1:1 student laptop program was reached after consideration by a district steering committee comprised of teachers, administrators and a school board liaison. Our vision is that all students will use technology to energize personal intellectual development and construct knowledge for life after high school in a changing world.

Penn Manor High School's 1:1 student laptop program will replace the original laptops that the school obtained through the Pennsylvania Department of Education's Classrooms for the Future (CFF) grant several years ago. The CFF grant funded the purchase of 400 Macbook laptops, which have now reached the end of their serviceable time.

The 1:1 student laptop program will be implemented in two phases. The program will initiate with a Phase One pilot by providing those students who are taking an Open Campus class and other selected students during the fall of 2013. Phase Two will be a full building implementation for all students in grades 9 through 12. In January 20xx, all students will receive a laptop.

To ensure that all students and parents are informed of the expectations, processes, and details of the 1:1 program information and training sessions will be held throughout the 20xx-20xx school year. Information will be posted on the Penn Manor High School website.

Sincerely,

High School Principal