**Homework Hotspot & Digital Skills Program Introduction**

Participant Checklist

□Sign in (both adult and student)

□Listen to an introduction to the program

□ Receive folder including all handouts

□Turn in *Participation Agreement*

**Icon

Description automatically generated**□Turn in *Informed Consent Form* (optional)

□Turn in *Photo Permission Slip* (optional)

□Receive Chromebook

□Sign in to Chromebook

□Complete entrance surveys (both adult and student)

□Receive hotspot, charger, and case

□Receive instructions on how to use hotspot

□ Receive information about home connectivity and devices access

**Finished the checklist? See you later! Remember:**

What’s next?

* Plan to attend 5 more of the 8 Digital Readiness Workshops this school year.

Who should attend those workshops?

* Both the student and their adult should attend.
* The same adult should attend with the student each time.

What should we bring?

* Bring student’s assigned computer to workshops with you.

**Homework Hotspot & Digital Skills Program Introduction**

Overview

*This program is a partnership between your public library and your school.*

**Program requirements:**

* BOTH the student and their adult must attend 6 of the 8 monthly Digital Skills Workshops.
* Return hotspot at the end of the school year.

**Program benefits:**

* Use a homework hotspot for the school year.
* Learn digital skills.
* Free desktop computer (to keep) if you have completed the requirements at the end of the program.

**About Digital Literacy Workshops:**

* Offered monthly.
* Two hours long. You should attend the entire length of time.
* Cover a variety of topics for a variety of skill levels. Choose to attend workshops about topics that are interesting to you.
* The same adult should plan to attend each time.
* Student needs to bring their assigned computer to each workshop.
* You do NOT need to bring your hotspot to the workshops.
* If you do not attend workshops, internet on your hotspot may be turned off.

**If you or someone in your home would like to start learning computer skills on your own, visit this website**:

* English: <https://edu.gcfglobal.org/en/computerbasics/>
* Spanish: <https://edu.gcfglobal.org/es/informatica-basica/>

**Contact for help:** [*INSERT LIBRARY CONTACT]*

**Next time:**

* Remember, you must attend 5 more of the remaining Digital Skills Workshops.
* Bring with you to next workshop:
  + Computer assigned to you child from school
  + Folder you received tonight
* You do NOTneed to bring the WiFi hotspot with you to every session

**Homework Hotspot Information**



**Quick facts about your WiFi hotspot:**

* Only accesses educational websites
* Data limit of 500 MB resets every day
* Works from 6:00 am to 11:00 pm

**Internet on your hotspot:**

* Your hotspot uses cellular data like a smartphone does.
* There is a limit to the amount of content you can view on the internet each day using your hotspot. This data limit resets at 6am every day.

**What if my hotspot won’t connect to the internet?**

When you turn on your hotspot, it should find internet service within 5 minutes. If it does not connect, try these steps:

1. Turn hotspot off.
2. Wait one minute.
3. Turn hotspot back on.
4. Wait 10 minutes.

If your hotspot will not connect to the internet after following these steps, please let us know.

**Home Internet Connectivity and Device Resources**

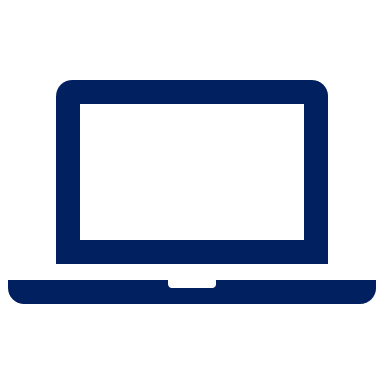


**Borrowing a hotspot:**

* *[include details and contact information for school and/or library hotspot lending programs]*

**Other options for home internet:**

* *[include details about locally available low-cost home internet]*
* *Find low-cost internet offers:*
  + [*https://www.ncbroadband.gov/digital-divide/what-digital-divide/affordable-service*](https://www.ncbroadband.gov/digital-divide/what-digital-divide/affordable-service)
  + [*https://www.everyoneon.org/*](https://www.everyoneon.org/)

**Borrowing a computer or other device:**

* *[include details and contact information for school and/or library hotspot lending programs]*

**Other options gain device access:**

* *[include details about locally available low-cost or free devices and short-term access solutions, like public access computer labs]*
* *Find low-cost device offers:*
  + *Contact refurbishers near you:*
  + *North Carolina resources:* 
    - [*https://www.ncbroadband.gov/digital-divide/what-digital-divide/devices*](https://www.ncbroadband.gov/digital-divide/what-digital-divide/devices)
* *Some ISPs offer low-cost devices along with their low-cost internet subscriptions.*
* *Think about anyone in your community who could help your participants connect to internet access and devices, beyond the school & library. Some might include:*
* *Workforce development centers*
* *Local colleges and adult education programs*
* *Look for affiliates of the National Digital Inclusion Alliance in your area* [*https://www.digitalinclusion.org/affiliates/*](https://www.digitalinclusion.org/affiliates/)

**Digital Skills Workshops Schedule**



To participate in the Homework Hotspot lending program, you must attend 6 out of 8 Digital Skills Workshops. Below are descriptions of each session so you can plan for the dates that work for you and the topics you are interested in.

Session 1: Mandatory Program Introduction ***[date]***

**Everyone is required to attend this session,** during which you will receive your Wi-Fi hotspots and be taught how to use them. You will also be asked to fill out some paperwork to enroll in the program and the expectations for participating in the program will be explained.

Session 2: Computer Basics ***[date]***

In this session, we will start at the very beginning. If you are not familiar with computers or want a refresher on the basics, this is a great way to start the program. We will go over computer terminology, how to use the mouse and keyboard, basic troubleshooting, and some common computer programs that you can use to get on the internet, write a document, etc.

Session 3: Communicating Online Safely ***[date]***

The internet unlocks endless opportunities for communication with friends and families, work contacts, and strangers. Together we will look at different tools to communicate online, how to use them to communicate with different kinds of people, and how to be safe ­­­­­­when doing so. Includes discussion about email, social media, and internet scams.

Session 4: Digital Organization ***[date]***

The more you use a device, the more important it is to stay organized. Organizing your device and the files on it will make it easier and faster to keep using it. In this session we’ll learn about device accounts, file management, browser bookmarks, saving passwords, and online calendars.

Session 5: Interacting with Education Online ***[date]***

For most people raising children today, technology has changed quite a bit since they were in school. In this session, we will explore some newer kinds of technology that are being used in the classroom and their educational potential as well as options for communicating with the school using technology. Students and guardians will work together in a hands-on, interactive lesson on classroom technology.

Session 6: Finding and Evaluating Information Online ***[date]***

All kinds of good information can be found online, but unfortunately, just as much bad information is on the internet. In this session, we will talk about where to find good information, how to avoid wrong information, and how to tell the difference between them. This will include a crash course on search engines like Google, library resources, and specific sources for health information, news factchecking, and more.

Session 7: Internet Safety and Privacy ***[date]***

When it comes to the internet, safety is a top concern and it’s not always easy to understand. In this session, we will talk about how to protect your information, your accounts, and yourselves while using the internet as well as how we can help make the internet a safe place for everyone. This will include discussions about passwords, account settings, and how everyone can use the internet is age-appropriate ways.

Session 8: Celebration & Resources for Continued Learning ***[date]***

Congratulations! You’ve completed the digital skills workshops! Join us to celebrate and learn about resources for continued digital access and learning. *[If you have attended the required number of sessions, you will be eligible to be awarded a home computer at this event.]*