

# Device Collection

Instructions for device collection

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# Student instructions for device collection

Dear students,

On Thursday June 13 for grade 7 and 8 and on June 14 for grades 9-11, we will be collecting the school computers that were distributed at the beginning of the school year. To prepare for this, we ask that you:

1. remove any usb dongles/drives from the computer
2. remove any stickers/decorations you have placed from the computers and erase any marks
3. remove any papers/pencils from the case
4. place the charger in the front pocket

If you do not return a charger, you will be charged \$40.00; if you are missing a case you will be charged \$25.00. If you return the charger or case to the office, you will not be charged.

# Faculty or Staff not returning

By June 1, reach out to the HR department (Betsy Tetrault) to get a list of faculty and staff who are not returning.

Send an email to those teachers instructing with a list of items they should return (see Follett catalog). Instruct the departing faculty member to leave their technology items in the front office before they leave on the last day of school.

Provide that list to the building front office.

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