

# End of Year Chromebook Collection Instructions

2017-2018

You must follow all of the steps below before attempting to return your Chromebook. Your Chromebook will not be accepted until each step has been completed. *Note: All damaged and lost devices or accessories will be billed for per policy of the Student Device Acknowledgment Form.*

## Step 1

Complete the following form online: <https://goo.gl/forms/YdiCYMuO6oGj6DoV2> (Failure to complete this form will result in you being marked as not returning your Chromebook. Your name will be submitted to the business office for appropriate billing on a missing device.)

## Step 2

Be certain your device is at least 10% charged. Return your device and charger using the schedule below. Seniors are the only students permitted to return their devices early.

| Who?   | Grade 12   | Grades 9-11   |
|--------|--|---|
| Where? | Technology Office  | Theater Hall  |
| When?  | Thursday, May 24th, 8:00am - 3:00pm<br>Friday, May 25th, 8:00am - 1:00pm | Thursday, May 31st, 8:00am - 3:00pm<br>Friday, June 1st, 8:00am - 1:00pm<br>Monday, June 4th, 8:00am - 3:00pm |

## Step 3

Allow the technician a few minutes to inspect your Chromebook and check you off the list. Do not leave until the Technician has confirmed that you are checked off. (Leaving without being told you have been checked off will result in you being left as not returning your Chromebook. Your name will be turned into the business office for appropriate billing on a missing device.)

## 7th and 8th Grade Collection Notes

Students in 7th and 8th grades will need to return their Chromebooks to their 9th period Chromebook cart no later than Friday, June 1st. All Chromebook carts will be locked Friday afternoon and will be inventoried the following week. *Note: All damaged and lost devices or accessories will be billed for per policy of the Student Device Acknowledgment Form.*

**If you have any questions or concerns please stop in the Technology Office prior to the collection window.**