

## Laptop Collection

**When will the school collect my laptop?** *(Subject to change due to snow days)*

All laptops and accessories will be collected as follows:

**Seniors:** All Laptops will be checked in at the Help Desk during the week of **May 8 - 12** on an individual basis. Laptops must be checked in before seniors will be allowed to graduate.

**Computer turn in for all 9<sup>th</sup> - 10<sup>th</sup> - 11<sup>th</sup> grade students will be on Friday, May 26 from 11:00 - 3:00**

**Juniors - Guidance Career Center - Sophomores - DDN Room - Freshmen - Help Desk Room**

**If a student no longer needs their computer for testing, etc. The laptop may be turned in any time to the Help Desk beginning on the morning of Wednesday, May 24.**

**What is the school going to collect?**

Students must bring the following items to the computer lab for laptop collection.

- Laptop
- Battery
- Charger
- Power cord
- Bag

**Do I need to remove the items I stuck on my laptop?** **(Stickers were not allowed!!!!)**

Students are responsible for removing items stuck on the computer before collection. Students who return laptops that have decorations or graffiti on them, will be fined.

**What if I lost something the school needs to collect? How much will it cost me?**

The following fines will be assessed for missing parts or stickers left on the laptop:

- Laptop \$ 998.00
- Battery \$80.00
- Power cords \$35.00
- Bag \$25.00
- Tablet Pen \$30.00 (only if checked out)
- Fee for removing items stuck on the computer \$25.00

**What if I forget to bring my laptop on collection day?**

Laptops that are not collected at school will be collected by a police officer and a school official at the student's home.

**What happens to the memory card or disc I left in my laptop when I checked it in?**

All materials left in the laptop memory card reader or C drive will be discarded. Double check the memory card reader and C drive to remove your property before turning the laptop in.

**I'm a senior, and I want my diploma! What do I need to do with my laptop to make sure that happens?**

Seniors: Your laptop must be collected by the school and all fines must be paid before you are allowed to participate in the graduation ceremony to receive your diploma.

**Will I get my same laptop back next year? When can I pick up my laptop?**

Juniors, sophomores, and freshmen: You will be given the same laptop next year at registration in August. All laptops will be cleaned and repaired this summer. The hard drive will be erased, and new programs will be loaded for the next school year

**I'm a senior and will have a younger sibling who will be a freshman next year. Can my sibling have my computer next year?**

Yes. Please tell Mr. Seyer, Mr. Mayer or Mr. Mitchell who your sibling is that should be receiving your laptop next year.

**Will I have access to my school GroupWise e-mail account over the summer from a different computer?**

Yes! Go to any computer connected to the internet and access your account from our high school website just like you did when you were at home with your laptop. 2017 graduates accounts will be disabled and deleted in June.

**May I purchase my school laptop after I graduate?**

No. The laptops the school purchased are part of a 3-year purchase cycle and will be used in other buildings in the school district and as warranty pool computers. Please check your post-secondary school for specifications for a laptop at their school before purchasing a new one.

**I'll be graduating, but there is school work on my laptop that I want to take with me. What do I do?**

Seniors: If you would like to save your school work save it to a flash drive. If you need assistance, please go to the Help Desk. Your school work must be saved to your Home Directory for the Help Desk to copy your files. The school cannot copy music, video, or game files!

**Will the school make copies of my music, videos, and games?**

No

**I'll be returning to school next year. Will the school save my school work?**

Juniors, sophomores, and freshmen: All school work should be saved in your Home Directory. The school cannot save your music, video and game files! It would also be a good idea to save items to a flash drive.

**I have school work that I will need this summer. How can I get that work saved?**

If you would like to save your school work for use during the summer months you must save it to a flash drive. If you need assistance, please go to the Help Desk. Your school work must be saved to your Home Directory for the Help Desk to copy your files. The school cannot copy music, video, or game files!

**What will the end of year schedule look like?**

The 2016-2017 second semester test schedule will be:

**Wednesday, May 24, 2017:**

- 1st block: M1 test
- 2nd Block: M2 test
- 3rd Block: M3 test (Students would be released at 1:45)
- 4th Block (Teacher planning time and make up tests as needed)

**Thursday, May 25, 2017:**

- 1st Block: M4 test (this would be a small number of students as most are in Spartan time. Spartan Time optional for students. Teachers will be available in their classrooms for make-up)
- 2nd Block: W1 test
- 3rd Block: W2 test (Students would be released at 1:45)
- 4th Block: Make-up test (for absences, make up tests, etc, and teacher planning time)

**Friday, May 26, 2017:**

- 1st Block: W3 test
- 2nd Block: W4 test (If tests are complete: Students will be released at 11:00 to begin laptop turn in)

**COMPUTER CHECK IN 11:00 - 3:00 PM**

**Friday, May 27, 2017:**

- Make-up test Day
- Final day to turn in laptop computers

*If a student has an open period they do not need to come to school. If a student has three tests on the first day, he or she may choose to take one of the tests during a make-up time. Arrangements must be made with the teachers.*