



YCSD Families,

As we approach the end of the school year, students will need to return division-issued technology devices so that these devices can be prepped and redeployed next year. Please read this letter in its entirety to familiarize yourself with the end-of-year procedures and expectations for division-issued devices.

### Please Return

- The exact device(s) issued to the student (iPad, Chromebook or Windows computer)
- All original accessories: power adapter/block, power cord and case (iPads only)
- Any internet hotspot and accessories (power cords and adapters, etc.) issued to student

### Preparing Device for Return

- Fully charge device
- Clean device and remove any markings, stickers, glue or residue from device and case
- Note any damage to device, power cord/adaptor, and case (iPads only), such as:
  - Damaged or cracked shell or case
  - Damage to the ports
  - Cracks or damage to the screen (check when both powered on and off)
  - Missing or stuck keys on keyboard
  - Crushed, bent, frayed, or damaged power adapter and cable

### Replacement/Repair Fees

While we expect most devices will be returned in good condition, all devices and accessories will be inspected for possible damage. In accordance with the 1:1 Device Handbook and Agreement Form, families will be charged for any necessary repair or replacement of equipment – up to the full cost of the device. Failure to return a device, case or any listed accessories will result in a replacement fee (generic substitutes will not be accepted). *\*If a device is reported as stolen, the division will require a police report.*

Unpaid technology fees may affect your child’s eligibility to participate in future school activities and programs.

### Collection Schedule

While general collection dates are listed below, exact dates and processes may vary depending on your child’s school, grade level, and/or summer program enrollment. Your child’s school will provide additional information regarding when and how to turn in your child’s device.

EMBRACE	•	ENGAGE	•	EMPOWER
Mark J. Shafer District 1		Brett Higginbotham District 2		Laurel M. Garrelts District 3
				James E. Richardson District 4
				Sean P. Myatt District 5

<b>In-Person Students</b>			
<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Students</b>
June 9-June 17	During School Day	Child's School	All Grades*
*Students still completing required work, participating in testing, or who are scheduled for summer programs, should follow the Summer Collection Schedule.			
<b>Virtual Academy Students – Central Locations</b>			
<b>Date</b>	<b>Time</b>	<b>Central Locations</b>	<b>Students</b>
June 18	10-2pm	Grafton High Magruder Elementary	All grade levels*
June 21	3-7pm	Grafton High Magruder Elementary	All grade levels*
*Virtual Academy students still completing required work, participating in testing, and scheduled for summer programs should follow the summer collection schedule			
<b>Summer Collection Schedule</b>			
<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Students</b>
July 1	School Hours	Child's School	Students who completed work for the 2021-22 school year
July 28	School Hours	At program location	Students enrolled in extended school year, summer academy, summer boot camps & enrichment camps

## Frequently Asked Questions

*If a student is returning to school in the fall, why can't we simply keep the device?*

To properly prepare devices for each school year, they must be collected, refreshed and updated over the summer months.

*Will students be issued the same device next year?*

As all devices will be refreshed and updated over the summer, it is unlikely that a student will receive the same device.

*Is a parent/guardian required to be present for device turn in?*

No, students are able to turn the device in without a parent present. A receipt of return and, if appropriate, identified damage/missing equipment will be provided to the individual returning the device.

*Can a student return a sibling's device?*

While it is preferred that individual students return devices according to the schedule and locations provided, we will work with families who need to coordinate using one return site for multiple devices.

If you have any additional questions, please call your school or the YCSD Help Desk at 757-527-4819.

