July 21, 2020

Parents,

Student chromebooks were distributed to parents/guardians this summer. The chromebook was the student and parent's responsibility through the duration of the check-out period. Therefore, any misuse, loss, or damage will be the financial responsibility of the parent or guardian.

Many families who borrowed Chromebook devices from the school for Virtual Learning have inquired about how to return the devices.

As we move into the new school year, we wanted to provide you with the details about returning the device.

If you have a student who <u>will not</u> be returning to Shenandoah in August, please make arrangements to return the checkout Chromebook to the cart in the Shenandoah lobby.
These are students who will be attending middle school or a different elementary school for the 2020-2021 school year.

<u>PROCEDURES FOR RETURNING THE DEVICE</u>
Please read the following instructions on how to return the Chromebook to Shenandoah Elementary.

<u>When:</u> Tuesday, July 21, 2020 - Tuesday, August 3, 2020.
          9:00 am - 3:00 pm

<u>Where:</u> Shenandoah Elementary School Front Lobby
          Shenandoah Chromebook Cart

<u>Procedures:</u>

- Please bring the chromebook and charger to the Shenandoah's Front Lobby
- Please sign in the device on the clipboard to make checking in the device more convenient.
- You will receive a confirmation email when the device has been inspected and checked back into the system.
- You will be contacted if any damages were reported; a fine may be charged depending on the extent of the damage.

DEVICE REPAIR OR REPLACEMENT

If the chromebook is damaged, the following chart outlines the fees for repairs and replacement.

REPAIR COST MATRIX

Part / Repair Description	Approximate Repair Cost (Parts and Labor)
Laptop re-image	$0.00
Missing Keys	$5.00
AC adapter/ broken	$40.00
AC adapter/ missing	$40.00
Battery / damaged	$40.00
Touchpad	$40.00
Damaged Shell	$85.00
Broken screens	$100.00
Motherboard	$100.00
Replacement computer due to neglect	$200.00
District Assigned Case	$20.00
Normal wear and tear	$0.00