



Office of Information Technology
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September 14th 2021

Dear Parent/Guardian,

I wanted to inform you this week and last we issued devices for all 9th, 10th, 11th and 12th grade students. We are not a one size fits all district, so we have devices specifically chosen based on the student's curricular schedule. This is based on the required software as per their teacher specifications. With this it is important to check over the equipment you received because the student is responsible for the device and accessories. Please have the students check and make sure they have everything listed at the bottom of this letter.

Starting Thursday 9/16/21 if anything is reported missing there will be a fine assessed for the repair/replacement.

Effective for the 2021-2022 school year the devices will come with a 1 freebee for physical damage repair per school year. After the first physical damage repair there will be a \$50 fine for each and every repair there after that will be placed in Genesis. If the device is in need of mechanical repair there is no fee for those repairs.

All repair requests must be submitted through the ticket system, direct emails to the tech staff will not be honored.

Below are the devices that were assigned and accessories that were given with it. Everything was on the students homeroom desk on 9/8/21 if they still haven't received their device they can come to the Media Center to pick it up.

Description of Equipment (One of the below will be assigned to you with accessories)

Manufacturer: <u>Dell</u>	Model #: <u>Chromebook 3100</u>	Items Issued: Device and charger \$315.22
Manufacturer: <u>Dell</u>	Model #: <u>Latitude 3310</u>	Items Issued: Device, charger and stylus \$829.25
Manufacturer: <u>HP</u>	Model #: <u>ProBook x360 435 G7</u>	Items Issued: Device, charger and stylus \$786
Manufacturer: <u>HP</u>	Model #: <u>ProBook x360 435 g8</u>	Items Issued: Device, charger and stylus \$564.80
Manufacturer: <u>Acer</u>	Model #: <u>SPIN513-53N-56CR</u>	Items Issued: Device, charger and stylus \$430.10

To verify what model you have, please flip over the device and there is a small sticker on the bottom which tells you the information above.

Have a wonderful school year!

Your Name
Supervisor of Technology
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