

Guy Elementary School

Returning School Issued Chromebooks

Dear Guy Families,

School issued Chromebooks will be collected beginning Wednesday, May 26, 2021, the last day of school for students. **Families of students enrolled in distance education** will need to drop off their school issued Chromebook at Guy Elementary School during the following dates and times:

Wednesday, May 26, 2021 1:30pm – 4:00pm

Thursday, May 27, 2021 7:00am – 4:00pm

Friday, May 28, 2021 7:00am – 4:00pm

We will have designated areas to drop off your Chromebook in front of the school. Please look for your child's assigned bin to deposit the Chromebook, which will be marked with your child's teacher's name.

Students who have been using a Chromebook and attending school for face-to-face instruction will turn their Chromebook in on the last day of school. Most teachers are already housing student Chromebooks in the classroom and no further action is required.

Turning in your Chromebook:

Before returning your Chromebook to the school, the following actions must be taken.

1. Ensure that the Chromebook is clean.
When cleaning your Chromebook, do not use any chemicals or solutions. If needed, use only a very lightly damp cloth to clean the exterior and interior of the Chromebook. A wet cloth may damage keys or screens. It should be wiped free of any dirty substances. Please see the examples to the right.

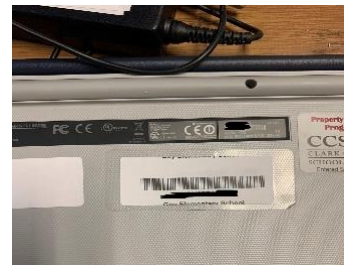


2. If your child's original name sticker has come off or if you received a replacement with no name tag, please fasten a sticky note to the interior of the device that contains:

- a. Your child's name
- b. Grade
- c. Teacher



Please see the example to the left



Returning School Issued Chromebooks Continued

3. Please ensure that the charger is turned in with the Chromebook. **Damaged or misplaced Chromebook chargers will be assessed.** Please return the Chromebook with your child's charger inserted. Please see the sample to the right.
4. If you have any questions or concerns involving the Chromebook, please call the school at 702-799-3150. Mr. Gipson, our technician, will be happy to assist you.



If a Chromebook is not returned, it will be remotely shut down and unusable after June 1, 2021. Students who are not returning to Guy will be required to turn in their Chromebook to Guy Elementary School. Failure to return the device will result in fines and your child may be prohibited from checking out any further items from their next school.



Thank you so much and we look forward to seeing you soon.

Sincerely

Ms. Garrett and Mr. Dobbyn