



Mars Area High School

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May 20, 2019

End-of-Year Student 1:1 Device Collection

Dear Parent(s)/Guardian(s):

Mars Area High School will collect District-owned student 1:1 devices as follows:

Juniors, Sophomores & Freshman:

All school-issued devices, along with all accompanying equipment (listed below), will be collected from all juniors, sophomores and freshmen throughout the day on **Wednesday, June 5**, and **Thursday, June 6**.

Students will be called to the library by homeroom to the library to turn in their devices. A technology staff member will collect and seal the device along with all equipment in an envelope bag and each student will be asked to sign a form noting whether all equipment is "accounted for" or if anything is "missing." **The cost of any missing items will be automatically added to the student's obligation list.** The device and all equipment will not be inspected; will remain in the sealed envelope; and will be returned to the student prior to the start of the 2019-2020 School Year, unless it is noted on the collection form that they want their device to be repaired over the summer.

This school year, students will have the option to keep their device for the summer. Students wishing to do so must bring their device and all accompanying equipment to the library when their homeroom is called. At that time, the student may inform the technology staff member that he/she would like to keep the device. Please note that **if a student chooses to keep his/her device for the summer, he/she will be responsible for any damage(s) that may occur during that time.**

All students ARE REQUIRED TO turn in the following:

- MICROSOFT SURFACE 3
- TYPE COVER
- PEN & TIP KIT
- CHARGER WITH CORD

Please refer to the following price list for any missing or damaged items:

- MicroSoft Surface 3* or comparable replacement \$145.00
- Type Cover \$130.00
- Pen & Tip Kit \$ 60.00
(Tip Kit Only) \$ 10.00
- Charger with Cord \$ 40.00

**Note: The full device fee of \$375 will be incurred for any other damages deemed to be intentional in accordance with District Policy 237 Electronic Devices & Personal Technology Resources or for any lost or missing device.*

It is the student's responsibility to turn in his/her device. ALL 1:1 DEVICES must be turned in or inspected by the end of the school day (2:30 p.m.) on THURSDAY, JUNE 6. The cost of any District devices and or equipment not turned in before the deadline will be added to the student's obligation list.

Sincerely,

Mrs. Lindsay Rosswog
Principal

Mr. Dale Sleva Jr.
Assistant Principal

Date: _____

Mars Area School District
2018-2019 Collection Form

Student Name: _____

Student Grade: _____

Student Homeroom Number: _____

Are you taking your device home for the summer (Circle one)? Yes No

If you circled Yes you are agreeing to be responsible for damage occurred over summer break

If you circled No and you want your device repaired over the summer break you **MUST** fill out the section below

Please identify any damage(s) or any technical issue(s) that your laptop may be experiencing, so that those issues may be addressed during summer break. Include **HOW** and **WHEN** any damage(s) occurred.

Identify any missing or damaged devices/ accessories:

Device:	Missing_____	Damaged_____	\$_____
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Charger with cord:	Missing_____	Damaged_____	\$_____
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Pen & Tip Kit:	Missing_____	Damaged_____	\$_____
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Type Cover:	Missing_____	Damaged_____	\$_____
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Total Amount Owed: _____ \$_____

Number of Repairs remaining after 2018-2019 School Year: _____

Student Signature: _____

Staff Signature: _____