

## Charger Students and Families,

**At the end of this school year we will be collecting all FCPSOn laptops.** The computers require maintenance and repairs to meet the demands for instruction for school year 2020-21.

### LAPTOP COLLECTION INSTRUCTIONS

- Make sure any personal or school documents saved to the FCPSOn laptop are backed up to a personal USB drive, computer, or cloud storage.
- *Senior H: drives and Google Drives are erased during the summer after they graduate. Instructions for backing up FCPS drives are attached to this email.*
- Turn in your FCPSOn laptop and charger to Chantilly during one of the laptop collection dates listed below.
  - ***Please remove any stickers and wrap the power cord. We do not need the laptop carrying bags, they are yours to keep.***
- If your laptop or charger has been lost or stolen you must go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to pay the finance office for the lost FCPS equipment.  
**Please note that a charge will automatically be applied to accounts if equipment is not received by June 14.**
  - \$467 for the laptop
  - \$23 for the charger.

### SENIOR COLLECTION DATES

- Seniors should keep their FCPS laptop for SOL testing and AP testing (if needed) and **turn in their equipment on the date below that is after their last required test.** All drop-off will be at Door 1 through the side entrance to the library unless otherwise noted. If the door is unattended, please ring the doorbell.
  - Friday, May 21 (12:00 – 2:30)
  - Monday, May 24 (12:00 – 2:30)
  - Thursday, May 28 (10 – 11:30)
  - Tuesday, June 1 (30 minutes prior to graduation practice at directed location)
- Seniors that are using a personal device and do not have any SOL testing requirements are encouraged to **return the laptop and charger early.** See Early Collection below.

### UNDERCLASS COLLECTION DATES (Virtual and In Person Students)

- All underclassmen computers will be collected June 4 through 11. Students should not turn in laptops until all academic obligations that require the laptop are met. **Collection will be at Door 1 through the side library entrance.** If the door is unattended, please ring the doorbell.
  - Friday, June 4 (12 – 2:30)
  - Monday, June 7 (12 – 2:30)
  - Wednesday, June 9 (12 – 2:30)
  - Thursday, June 10 (12 – 2:30)
- Underclassmen that are using a personal device and do not have any SOL testing requirements are encouraged to **return the laptop and charger early.**

### **EARLY LAPTOP COLLECTION**

- **Students that are using a personal device and do not have any SOL or AP testing requirements are encouraged to return the laptop and charger early.**
- For virtual students the early collection of laptops will be every Monday starting May 3 to May 17<sup>th</sup> from 12 pm – 2:30 pm at the main entrance through the side library door. If the entrance is unattended, please ring the doorbell.
- For in-person students, laptops can be returned to room 209 any school day

### **STUDENTS ENROLLED IN SUMMER SCHOOL**

Students who are enrolled in summer school on Chantilly premises will be re-issued a newly imaged laptop. Please do not retain your issued laptop at the end of the school year as it may not have necessary updates required for summer school.