

Summer Laptop Checklist

At the end of this School Year all student laptops will be turned in. The collection process will happen on the second floor of the learning center and is scheduled by grade level.

Please go through the following steps before your time to turn in your laptop.

- 1) **Back up your computer!** All important files are backed up: Over the summer your computer will be erased. Any files you want to keep should be saved off of your computer onto google drive. If you do not have enough space on google drive then you can also save files onto an external hard drive or a flash drive.

Over the summer all laptops will be erased and re-imaged with updated software. When you receive your computer next year it will be like it is brand new and will not have any of the files or programs you have put onto the computer this year. We would hate to erase your only copy of important files or pictures but we absolutely will.*

- 2) **Put your power cable and charger in a safe place.** They will not be collected with your laptop and you will **not** be given a new power cable and charger next year.
- 3) **Take the case off of the bottom of your computer.** Please take the bottom part of the case off of your computer in order to make collection more efficient. You can leave the case on your display if you wish. If you leave the bottom case on your computer it may not be there when you get your computer back next year.

See the chart below for your scheduled time for laptop collection.

Upper Arlington High School Collection Dates	
Grade 12	Monday, May 23
Grades 9 - 11	Friday, May 27
Hastings Middle School Collection Date	
Grades 6 - 8	Wednesday, May 25
Jones Middle School Collection Dates	
Grades 6 - 8	Wednesday, May 25
House 7 East	Tuesday, May 24

For students that are keeping their laptops over the summer due to summer classes or other approved programs you will still need to bring your laptops in during the collection time for a brief inspection.

* We are changing our software management system for next year; re-imaging every computer is absolutely essential for this process. We apologize for the inconvenience.