

Freshman, Sophomore, and Junior Families,

There are a number of software updates available for our student tablets. The IT department has determined that the summer is the most effective time to complete the installation of these updates. We will also use this as an opportunity to audit devices for any critical damage and, if necessary, make repairs. In order to accomplish this quickly and effectively, we have developed the plan listed below.

Device Collection

All student tablets must be collected after the student's last final exam (or sooner if possible). If the student is able to return their tablet prior to the last day of school, the device can be returned to the Technology Center during regular business hours May 24-30. On the last school day (May 31), due to expected large numbers, and in an effort to expedite the collection process, extra IT staff will be available and tablets will be returned at the following locations and times:

- Freshmen: Technology Center 9:30-12:00
- Sophomores: Activities Office 9:30-12:00
- Juniors: Talon Theatre Black Box 9:30-12:00

If you are not able to return the device on the dates listed above, the device must be returned to the Technology Center between 7:00am – 3:30pm no later than June 6.

Preparing for Device Collection

Devices will be reimaged during this process. That means that all files will be wiped (erased) from the computer hard drive. Therefore, it is imperative that students back up desired personal files prior to returning the device to the Technology Center. Information Technology Department staff are not responsible for supporting or backing up personal files on school-provided Lenovo Yoga laptop computers. The user is solely responsible for backing up (copying) personal files to an alternative storage device. Such devices include, but are not limited to, USB Flash drive, OneDrive for Business, or other cloud storage.

Students will not turn in their stylus or power supply. We recommend that they store them in their blue computer sleeve.

Distribution of Tablets

Our goal is to return tablets to students as soon as possible so they have them for the summer. When devices are ready, you will receive notification from the school and you can pick up the device at the Technology Center during regular summer business hours (Monday-Thursday 7:30am-3:00pm).

Students enrolled in summer school will be able to pick up their device the morning of their first class.

Any questions can be directed to the Student Services office at studentservices@smhs.org.