

Beyer students,

With the end of the year approaching, we would like to provide you with guidelines to facilitate the check-in process of your devices and chargers to avoid long lines.

In preparation for collection:

- Wrap your charger neatly but do not cover the barcode.



- Remove all personal stickers and writing / markings on the device. **DO NOT** remove the orange barcode sticker or the Absolute sticker (stop-sign).
 - *Failure to remove personal stickers and/or markings on the device can result in a \$60 vandalism fee.*
 - *Purposefully removing district stickers can result in a \$60 vandalism fee.*
- On Thursday, May 17th, you will receive an email with your assigned asset numbers. These numbers can be found on the orange barcode sticker underneath your laptop and the barcode on your charger. If your asset numbers do not match with the device / charger that you have, come see us immediately. If the barcode numbers don't match, you may have someone else's device.
 - You can access your school email (Outlook) at: <http://portal.monet.k12.ca.us>
 - If you need help accessing your school email, feel free to stop by the techroom.

During collection:

- You are only responsible for turning in your assigned device and charger to the techroom. You may keep your case, stylus, and earbuds.
- There will be a general cleaning table set-up. This is there for you to remove stickers, wrap your chargers, etc.
- If you have a broken computer (cracked screen, broken / cracked casing, etc) or a broken charger, a fee will be assessed and you will need to fill out some paperwork. There will be a separate line for broken computers and chargers.

After collection:

- If a device is not turned in, you will be fined (\$200 for the laptop / \$35 for the charger) starting June 1st and your computer will be locked down and inoperable. Be sure to turn in the devices ASAP.
- The techroom will be available from 6:30 AM - 3:00 PM Monday - Friday (including during summer) for you to turn in devices.

If you have any questions, feel free to stop by the techroom in the C-Wing.