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Sachem Central School District

Instructional Technology Office

Chromebook Collection Planning for 12th Grade Students

Note: Students with extenuating circumstances will be permitted to hold onto their devices to prepare for finals and assessment. Students who wish to make this request will need to reach out to their Assistant Principal prior to the collection for approval. Assistant Principals will indicate the approvals to the building School Communication Aides for notation in the district inventory system.

Procedure:

- Sachem High School East will conduct the collection of 12th grade student Chromebooks on **Tuesday, June 7th and Wednesday, June 8th**, through English classes that will rotate through the building library.
 - Students will open the device to show it is in good working order. Working devices will be received and secured for redistribution.
 - Damaged devices will be sorted for sending back for repair.
 - Devices will be scanned and chargers checked for each student.
 - Students that do not return the charger will be invoiced through the Assistant Principal's Office.
- Students that have not returned their device or been approved for a delayed return will **not be permitted to attend Senior Day**. Assistant Principals will be provided the filtered list for the necessary follow up with those students and families.
- Students that have an approved exception will return their device and charger at **Graduation Practice**.
- Students that do not return their device will **not be permitted to walk at Graduation**.
- Non returned device and chargers will need to be reported by the Assistant Principals to the Business Office for proper invoicing.
 - Information presented must include:
 - Appropriate Parent Name
 - Address
 - Device Cost-to be provided by Instructional Technology
- Buildings will also need to dedicate staff and space to manage devices and move them to secure building locations for grounds.