

# Tablet PC – Summer Collection Plan

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## SUMMER MAINTENANCE

All Tablet PCs will be collected after the last exam (or last day of school) on May 30<sup>th</sup> for routine maintenance (hardware and software). Each student is responsible for having the items below available and ready to turn in at the designated time and location (see schedule below).

Each student will be asked to complete and sign the following form:

### **Tablet Return Checklist**

*Please check everything that applies.*

- ☐ I am returning the following:
  - ☐ FUJITSU Tablet PC
  - ☐ Power Cable
  - ☐ Stylus
  - ☐ Bag
- ☐ I have backed up or do not need any data from the tablet.
  - My tablet is in:
    - ☐ great condition.
    - ☐ okay condition.
    - ☐ bad condition.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

If any of the items are missing, you will be notified and will be required to purchase replacement parts.

## BACKUP

We will provide a comprehensive backup document to assist you in backing up any personal data that is not stored on a network drive at school. If you need any assistance with backups, or have any other questions, please visit the Helpdesk as soon as possible.

## COLLECTION SCHEDULE and LOCATIONS

Grade Level / Time	Location
5 <sup>th</sup> and 6 <sup>th</sup> Grade – 2:30PM	Study Hall / Homeroom
7 <sup>th</sup> and 8 <sup>th</sup> Grade – 10:45AM (11:15AM w/ XT exams)	Exam Room for your last exam
9 <sup>th</sup> Grade – 11:00AM	MS/HS Library (3 <sup>rd</sup> floor – Wesley Hall)
10 <sup>th</sup> Grade – 11:00AM	2 <sup>nd</sup> Floor Cleghorn – Rooms 201, 202, 203, 204
11 <sup>th</sup> Grade – 11:00AM	1 <sup>st</sup> Floor Cleghorn – Rooms 135, 136, 137

## **TABLET PC RETURNS**

After repairs and software updates are completed, the IT department will be communicating via email and the Wesleyan website about the availability to pick-up the Tablet PCs.