KINGSWOOD
OXFORD

June 2026

Memo: Technology Equipment Borrowing Policy

From: Dan Bateson, Director of Technology; Lisa Loeb, Head of the Upper School; Ann Sciglimpaglia, Head of Middle School

Students and Families,

We are writing to inform you of some important changes to our policy regarding the borrowing of technology equipment from the Technology Department.

1. When a student needs to borrow equipment from our IT department, the student will have to provide some sort of collateral at the time the equipment is being borrowed (cell phone, watch, ID, keys). There will be no exceptions made to this policy.

2. Students who need to borrow a Chromebook for long-term use must sign a contract and return the Chromebook at the end of the academic year. Failure to do so will result in the family being billed for the Chromebook.

We appreciate your partnership and cooperation in this matter. Should you have any concerns or need further clarification, please do not hesitate to reach out to the Technology Department in Roberts 008.

Thank you for your attention.