

## Prepare for Device Turn In

*All items issued to you must be with you on turn day. (Device,case,cord)  
Reference the replacement cost list for items we are expecting to be returned.*

- If you are a **Senior**, cases, stickers or other decorations **MUST** be removed from your Macbooks if you want to keep them. Your Macbook is going to a 6th grade student next year. If you leave cases on your device, they will be donated to be used by another student.
- If you are in grades 6th-11th, cases, stickers or other decorations **DO NOT** need to be removed from your devices. **This fall you will be assigned the same Macbook you used this year.**
- If you are in grades EC-5th, turn in your device, **DO NOT** remove the district case or stickers. We will be erasing and updating software on all the iPads this summer. .
- If you have files on your device that you want to keep you should save them to Google Drive. Google Drive is available for students in grades 2-12. All devices will be erased and reimaged. Any files stored on the device will be erased. See ["How to Copy Your Files"](#) instruction sheet below.
- When turning in your device, a staff member will check off each item you return. If something is missing, you will be invoiced if it is not returned. Any damaged devices that are turned in and found to be damaged when we erase and update them this summer, will be counted as an incident according to the acceptable use policy, and your account will be charged accordingly.
- **Any devices that are not turned in during the scheduled dates will be remotely locked.**

Please be aware that between 11:00am and 1:00pm each day our school parking lots are busy distributing lunches. If you like to avoid the lunch crowd, choose times outside of that 11am-1pm window.								
	Litchfield HIGH SCHOOL		Litchfield MIDDLE SCHOOL		Lake Ripley ELEMENTARY		Wagner Education Building	
Turn In Date	Grade	Time	Grade	Time Frame	Grade	Time Frame		
Tues. May 26th	12th	8am-4pm	5th	8am-4pm	1st	8am-4pm	EC	Turn in device at WEB Comm.Ed Office-Pratt
Wed.. May 27th	11th	8am-4pm	6th	8am-4pm	2nd	8am-4pm		
Thur. May 28th	10th	8am-4pm	7th	8am-4pm	3rd	8am-4pm		
Fri. May 29th	9th	8am-4pm	8th	8am-4pm	4th	8am-4pm		
Mon. June 1st	Paras, Staff and other misc. devices checked out that need to be returned.							
Tues. June 2nd	Teachers							

\*Kindergarten - you should have received a letter from Mr. Olson - Thursday, May 28th

## **“How to Copy Your Files”**

### **Instructions for Copying Your Files Before Returning Your Macbook**

**Seniors - refer to your email for Google Take Out directions!**

If you have any files saved on your Macbook that you'd like to save (on your desktop or in your documents or video folders for example), you'll need to copy these before you turn in your Macbook for the summer. You will receive the same Macbook next year, however we will wipe the hard drive and reinstall all software during the summer.

#### **Copy your files to Google Drive**




This option copies everything to your Google Drive in the cloud. Your Google Drive has a 30GB size limit, so if you have a lot of video files, you may not be able to copy them all since they can be very large. If you haven't already installed the Google Drive app from Self Service, please do so. Once it is installed, it will show up in your Applications folder on your hard drive. You'll need to launch the app and sign in using your school email account. Once this is done, follow these instructions:

- a) Open Finder and navigate to the file or folder you wish to save.
- b) Click the file or folder once, then press the Command+C keys to copy.
- c) Click the Google Drive folder in the menu on the left once.
- d) Press the Command+V keys to paste the file to your Google Drive
- e) Repeat the above steps for additional files or folders.

**“Replacement Costs”**  
**Cost for lost parts for MacBook Airs**

	<p>Mag-safe 2 Power adapter \$71.10</p>
	<p>Macbook/Pro/Air US-CAN Power Adapter Extension Cord \$9.00</p>
	<p>Brenthaven Laptop Sleeve &amp; Pouch \$20.00</p>

**“Replacement Costs”**  
**Cost for lost parts for iPad Airs**

 <p>The image shows a white iPad Air brick with a Lightning connector. A small rectangular label is attached to the brick, labeled "Certification Label". The label contains the Apple logo and text: "Designed by Apple in California", "Lightning is a registered trademark of Apple Inc.", "Model: A1402", "Part Number: N1402", "Made in China", "Apple is not responsible for accessories that are not approved by Apple.", "Apple is not responsible for accessories that are not approved by Apple.", "Apple is not responsible for accessories that are not approved by Apple."</p>	<p>iPad Air Brick (no cord) \$12.60</p>
 <p>The image shows a white USB-Lightning cable. The Lightning connector is on the left, and the USB connector is on the right. The cable is coiled.</p>	<p>iPad Air cord only (usb-lightning) \$17.10</p>
 <p>The image shows two views of a black Survivor iPad Air case. The left view shows the front of the case, which has a clear window for the screen. The right view shows the back of the case, which has a silver Apple logo in the center.</p>	<p>Survivor iPad Air Case \$38.00</p>