

Updated for Summer 2025 (4/1/25)

End of year / Summer Technology Frequently Asked Questions

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Senior - Grade 12 Student Chromebooks & Hotspots

If you have a District issued Hotspot for internet at home, please make arrangements to drop off your device and chargers by the last Senior day of school before 2:30 p.m. to the NHS Library.

All Seniors:

Senior Laptop Turn-in no later than May 30th.

- Pay any outstanding invoices before graduation. Install the MSB app or Login to <https://www.myschoolbucks.com> to see if you have an outstanding invoice. Invoices will appear on your dashboard if any exist for your students. Outstanding invoices could include fines for damaged/missing library books or Chromebooks. If you have the missing Chromebook or library book in your possession return it and the fee will be waived/refunded. If you have never logged into My School Bucks before, you will need to create an account. Once you have done that you can add a payment method to your account and then add students to your account. You cannot use existing lunch funds to purchase items in the school store or to pay invoices. Cash/Checks are accepted at the NHS Library if you prefer not to pay online. Checks should be made payable to MSAD 60 Technology.
- Please use [Google Takeout](#) to transfer files to a personal Google/Gmail account. Access to your school email account will be turned off on July 1.
- All devices must be cleaned and turned in with charger and case by the last senior turn in date above.
- All devices not turned in will be deactivated, and students will be billed for the replacement cost of the device.
- Damaged student devices will be billed accordingly.

Grade 6-11 Student Chromebooks

Grades 6-7

No Summer Take-Home

- Teachers: Please make sure ALL Chromebooks and chargers are in charging carts and plugged in.
- These devices will be serviced by Technology Staff over the summer.

Grades 8,11:

All students must plan to turn in devices & chargers at NHS Library after their last final, no later than Tuesday, June 10th at 11:00 am. These students will receive a new device in the fall.

Grades 9,10:

Students should keep devices for the summer. Summer storage is available by request.

Summer take-home procedure for AP or College classes:

Students should visit Elaine Pomroy in the NHS Library Backroom by Monday, June 9th to secure a device for the summer.

Grades 4-5 Student Chromebooks

No Summer Take-Home

- Teachers: Please put a sticky note on each broken Chromebook; leave all Chromebooks in the carts.
- Carts:
 - All Chromebooks and chargers should be put in charging carts and moved to the cafeteria on the last teacher day before summer.
- **Broken Chromebooks include:**
 - Screens (hinges or display)
 - Keyboards (broken keys or missing keys)
 - Plastics (any broken plastics on the device)

iPads (Grades PreK, K, 1, 2, 3)

No Summer Take-Home

- Teachers:
 - Please put a sticky note on each broken iPad; leave all iPads in the carts.
- Carts:
 - All iPads and chargers should be put in charging carts and moved to the cafeteria on the last teacher day before summer.

SPED Classroom iPads

- Please plug all iPads in (CHARGING) before you leave for the summer.
- Devices can remain in your classroom or move to your new classroom.
- Inner Office mail broken devices to Tech staff at NHS before summer.

All Staff MacBooks, Chromebooks, iPads, Apple TVs & Windows Laptops

Remotes:

- Please put your Apple TV / LCD Projector / TV Remotes in a safe visible place near the Whiteboard. Many teachers change rooms and take these devices with them by accident.
- DO NOT PACK YOUR REMOTES IF YOU ARE CHANGING ROOMS. Remotes should stay in the current room.

Staff Grades 4-7:

- Staff who work with grades 4-7 will receive new Macbooks for the 2025-26 school year (except for staff who received new devices last year). New devices won't be available until mid August.
- If you won't use your Macbook over the summer, please plan to turn in your device by June 11th. Alternatively, we can provide a Chromebook or iPad as a temporary replacement device so you have something to use for the summer. This would help the technology department process devices in a timely manner. Tech staff are available to help with this transfer.
- If you work with these grades and would like to [purchase](#) your current school 2020 Macbook please reach out to Brett Saucier who will facilitate the purchase. The MacBook sale price is \$250.00 which is under current market value.

Device Sale All Staff:

- Additional information about device purchase opportunities for all staff will be forthcoming. (This will include MacBooks, iPads, Monitors, LCD Projectors, Apple Pencil 2's, and Apple TVs.)

All Staff:

- Does your MacBook, Windows Laptop, or iPad need service?
 - No: MACBOOKS ONLY- Restart your device and watch for emails this summer about Mac OS updates. Windows and iPad users are all set if they said no to service.
 - Yes: Please make arrangements to visit the NHS Library and swap your device for a replacement before you leave for the summer.
- If you have any technology items that are no longer needed, or if you're leaving the district (e.g., an iPad or iPEVO document camera), kindly return them to the Technology Department by Wednesday, June 11th.
- If you come across any "random" or unassigned technology that you do not recognize, please return it to the Tech Department.

Leaving Staff:

- If you are leaving the district, please follow the [Staff Leaving: Transferring Documents and Email Procedure](#).
- Technology Staff are available to assist with data transfers.
- Devices should not be left in your school library or front office. Please make arrangements to bring them to the NHS Library on the last teacher day.
- List of possible/likely devices you currently have assigned to you:
 - MacBook Air
 - MacBook Charger
 - iPad Pro or Sped iPad, Charger, Apple Pencil
 - Headset
 - Monitor
 - Bag
 - Dongle
 - Mouse
 - Door / Printing Fob(s)
 - Document Camera