



Student Device Collection Days

- **June 7th - All 8th Grade Laptops**
Items required for return: laptop, charging cable, and blue bag
[CLICK HERE](#) to Prepare laptop for return
- **June 9th - All Kinder iPads**
Please return iPad, charger, and cable if your student was in Distant Learning at any time during the year
[CLICK HERE](#) to Prepare iPad for return
- **June 10th - All TK iPads**
Please return iPad, charger, and cable if your student was in Distant Learning at any time during the year
[CLICK HERE](#) to Prepare iPad for return
- **June 14th - All 1st Grade iPads (including students in Distant Learning) **only if your student is not returning to St. Serra next year**** Items required for return: iPad, charger, and cable
[CLICK HERE](#) to Prepare iPad for return
- **June 14th - All 2nd Grade iPads (including students in Distant Learning)**
Items required for return: iPad, charger, and cable
[CLICK HERE](#) to Prepare iPad for return
- **June 14th - All 3rd to 7th Grade Laptops (including students in Distant Learning)**
Items required for return: laptop, charging cable, and blue bag
[CLICK HERE](#) to Prepare laptop for return

If your student will not be on campus on their designated collection day, please return the iPad or Laptop to the Help Desk and let the Team know that they will not be on campus their collection day. Families who do not return their equipment by the last day of school will be billed the cost of their device and accessories.

Please email tech@serraschool.org if you have any questions.

Read More



Preparing to Return Your Child's iPad to School

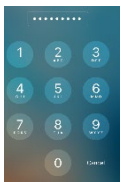
Your child's iPad is to be returned during the collection day on June 14th

- Damaged iPads are subject to a \$49 deductible for repairs
- Lost or damaged chargers and cables will be billed at cost to the family's FACTS account
- Lost or damaged cases will be reviewed on a case-by-case basis to determine repair costs or replacement

If your student will not be on campus on the designated collection day, please return the iPad to the Help Desk and let the Team know that they will not be on campus their collection day. Families who do not return their equipment by the last day of school will be billed the cost of their device and accessories.

Please help us to prepare the iPad for return:

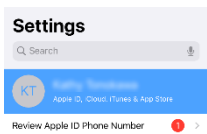
1. Turn Passcode OFF



If you or your child added a passcode to your iPad. Please turn the Passcode OFF.

- Go to Settings
- Select **TOUCH ID & PASSCODE** from left screen menu
- Select **TURN PASSCODE OFF**
- Follow screen prompts to completion

2. Sign out of iTunes if you added an Apple ID account to the iPad



- Go to Settings
- Tap on your Name and initials in the upper left hand corner
- Select **SIGN OUT** from the right screen menu (located at bottom of screen)
- Follow screen prompts to completion

3. Reset iPad to Factory Defaults

- Go to Settings
- Tap on **GENERAL**
- Select **RESET** from the right screen menu (located at bottom of screen)
- Select **ERASE ALL CONTENT AND SETTINGS**
- Follow screen prompts to completion

4. Remove any stickers or labels from the iPad, charger, cable, and case **EXCEPT for the Asset Tag**

5. Charge iPad to 100%

6. Wipe the iPad, charger, and cable with either a Clorox wipe or rubbing alcohol.

7. Place iPad, charger, and cable in Ziploc bag with student's first and last name on bag on June 14th. This will help ensure your student is properly credited for the return of the iPad and accessories.



Settings can be accessed by tapping on this icon on the iPad

Preparing to Return Your Laptop to School

Laptop Collection Days – **June 8th: 8th Grade • June 14th: 3rd to 7th Grades**

- Damaged laptops are subject to a \$50 deductible for repairs processed by June 14th
- Lost or damaged chargers will be billed \$75 to the family's FACTS account. Chargers which do not meet the manufacturer's specifications will not be accepted and the family will be charged for a lost charger.

If your student will not be on campus on their designated collection day, please return the Laptop to the Help Desk and let the Team know that they will not be on campus their collection day. Families who do not return their equipment by the last day of school will be billed the cost of their device and accessories.

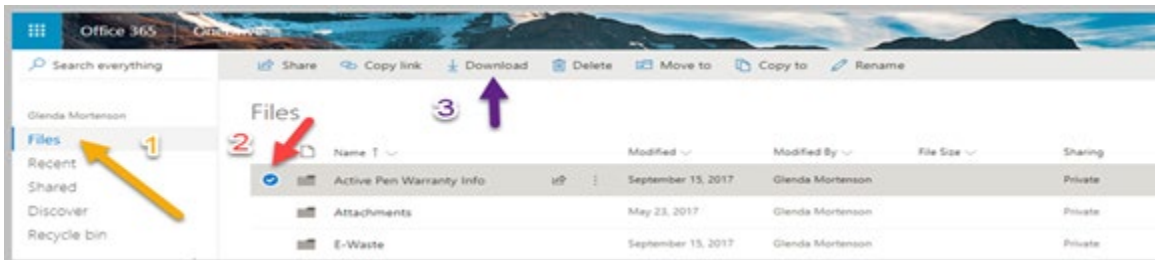
1. Students will be responsible for returning the following items on their collection date to avoid any charges:

- Laptop
- HP 2-part charger (3rd party chargers will not be accepted)
- Blue Serra laptop bag

2. Once a laptop has been turned in, students will no longer have access to the laptop or any documents.

Transferring Office 365 Documents

For graduating students who wish to transfer their Office 365 files onto their personal computers: Log in to your **Office 365** account on **your personal home computer**, NOT your Serra issued laptop. Under **(1) Files**, **(2) place a check mark** on the files you want save. Click the **(3) download button** and save onto your computer. Anything not transferred will no longer be accessible to your student once the laptop is returned.



Saving G Suite (Google) Documents

Students who wish to save their documents in G Suite may download their files to their **personal home computer**, NOT your Serra issued laptop. [Click Here](#) for instructions. Anything not transferred will no longer be accessible to your student once the laptop is returned.