

## Lend-A-Laptop Distribution Process

The Chromebooks for our **6<sup>th</sup> through 12<sup>th</sup> grade** students have arrived! If you had a confirmed device request in by 9/11/2020, they will be available for pickup on the days and times below. Please ensure that this device is taken care of, as it will be returned to the District at some point in the near future. You will be required to sign a device checkout contract upon pickup. If at any time this device is no longer needed, please contact [studentsupport@wsdmi.org](mailto:studentsupport@wsdmi.org) so that we can get it into the hands of someone who does.

Below, you will find the process for distributing the devices:

Who/When: If the **last name** of your 6<sup>th</sup> through 12 grade child starts with or is between:

A-K Thursday 9/17/2020 from 3:00 PM to 6:00 PM

L-Z Friday 9/18/2020 from 3:00 PM to 6:00 PM

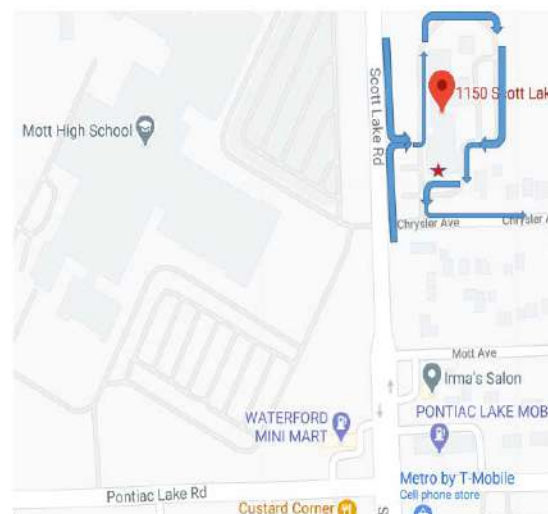
Makeup Day Saturday 9/19/2020 from 10:00 AM to 1:00 PM

Where: Covert Center (1150 Scott Lake Road, Waterford, MI 48328) Across from Mott High School

How: Drive through style

When you enter the Covert parking lot, turn left and follow the building around to the back. **Have your student's first and last name ready for the person that greets you**, and they will bring the laptop, device checkout contract and instructions to your car.

Through the electronic registration last spring and summer, you all indicated that your students would follow the District's [Technology Acceptable Use Policy](#). Although students are accessing the internet at home, this policy still applies to these devices. We ask that you monitor the sites they are accessing in order to ensure they are used appropriately.



If you run into issues or cannot make it on the scheduled days or times, please email [studentsupport@wsdmi.org](mailto:studentsupport@wsdmi.org) to arrange a time.

We hope that you and your family are staying safe.

Thanks,

Darin Holley  
Director of Instructional Services, Technology & Data  
Waterford School District