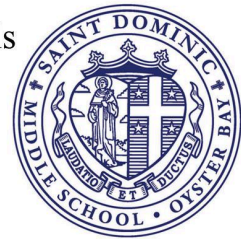


St. Dominic Elementary & Middle Schools
35 School Street, Oyster Bay, NY 11771
(516) 922-4233 || www.stdomsob.org
One Journey through Faith & Education



June 11, 2024

Dear Parents/Guardians and Students:

As we come to the end of the 4-year lease for our current Chromebooks, we will be collecting Chromebooks at the end of the school year and issuing new ones to all students in September. Collection for **6th and 7th graders** will take place on **Tuesday, June 18th from 9:00 - 10:00 AM in the Library**. During this time, students will be called down from their classes to return their Chromebooks.

Please keep in mind the following:

- You must return your **original device** or the device that is currently your **loaner device** in good, working condition. You are responsible to pay for any unreported damage.
- **Warranty-related issues** (ex. not charging/turning on, loose hinges) are covered and do not incur the repair fee. However, please let us know if any issues need repair when you return your device.
- As stated in the School Handbook, **stickers or other decorations are NOT allowed to be applied to the Chromebooks**. If a Chromebook is returned with stickers or decorations, the **\$50 repair fee** applies. If you would like to avoid the fee by removing the stickers yourself (which is preferable), a Goo Gone sticker removal kit with solution and plastic scraper can be purchased from Amazon at the following link: <https://a.co/d/7pj6TIU>
No other cleaners or tools may be used as they may damage the device.
- **Accidental damage** (ex. cracked screen, missing keys, body damage) is also subject to the **\$50 repair fee**.
- **Chargers MUST** be returned or are subject to the **\$20 replacement fee**.
- **Missing styluses** are subject to the **\$20 replacement fee**.
- **Cases should be kept** since they will be used with the new Chromebooks next year..

Fees are collected during the collection process and may be paid in **cash** or with a **debit/credit card**. Checks are **NOT** accepted.

A Chromebook return will not be accepted unless the charger is returned or paid for at the same time. A Chromebook return also will not be accepted unless any applicable fees for lost or damaged equipment are paid at the time of return. If a Chromebook and charger are not returned, a \$150 replacement fee will be charged to the student's FACTS account.

In order to make the return process as smooth as possible, if you have any questions about the condition of your device, or any of these guidelines, prior to the collection date, you are encouraged to contact me at ewikstrom@stdoms.org.

Thank you in advance for your cooperation in this process.

Sincerely,

Mr. Edward Wikstrom
Director of Technology