



Pinelands Regional School District

Technology Department

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End of Year Device Instructions for Staff

Staff

As the 2020-2021 school year comes to a close, here is some important information pertaining to your school issued devices, including chromebooks, iPads, and hotspots.

Please read carefully and follow all instructions for your devices.

Hotspots: All hotspots need to be returned by June, 18th 2021. Hotspots should be returned with the charger and charging cable. If you have received permission to continue to use a Hotspot, a new Kajeet Hotspot must be checked out to you as the Alcatel LinkZone Hotspots will not be active over the summer. Any unreturned devices will result in applicable charges.

Document Presenter: If your document presenter is not connected to a computer and you have been using it at home you may continue to do so. If you will be keeping the same classroom next year you may label and store your document presenter in your classroom. If your document presenter is currently connected to a computer you may also leave it in the classroom over the summer.

Small Tech Items: You will be provided a 1-gallon Ziplock bag to place any small tech items that must stay in the room for example, Remotes, Smartboard Pens etc..

BlueTooth Headsets: You may continue to take your headset home for use or store it in the provided ziplock bag.

Chromebooks, Macbooks, Ipads, and PC Notebooks: Staff will keep their school issued device over the summer break and bring them back (*in working condition with their chargers*) Any lost or damaged devices may result in applicable charges.

Staff not Returning to District: All school issued devices must be returned by June 18th 2021.

Device Collection Location: *Devices in need of return can be returned to either the Junior High School Media Center or the High School Technology Department located on the 2nd Floor Media Center. (for example: Hotspots, iPads, staff NOT returning)*

We hope that this year's distributed devices have helped to ease the navigation of virtual teaching during this school year. If you have any questions or concerns, please contact the Technology Department by emailing Technology@prsdnj.org

Have a wonderful summer!