

HOW TO DROP OFF YOUR DEVICE

Once it is determined that your device will need to be looked at and an appointment is set here are some guidelines for dropping off your device.

With all interactions, please remember the 4 guidelines during this period:

Sanitize/Wash hands

Cough into your elbow

Stay 6 ft apart

Feel Sick, reschedule appt (no fever within 24 hours)

1. Meet at front of building predetermined by appointment
2. No roaming the building--Parents and Students can only be at front of the building
3. Technology Specialist will be wearing gloves while interaction is taking place and handling the device
4. Interaction is to not take longer than 10 minutes-If Technology Specialist needs to work on your device it will be placed in a protective bag to be carried to work area
5. Once the device is repaired, the Parent/Student/Staff member will be contacted with a pickup time.