

**AVON**COMMUNITY  
SCHOOL  
CORPORATION

# Year-End Laptop Procedures

As you prepare for summer and the 2025-26 school year, please read the sections below that relate to your student(s) and their school-provided technology device.

## Students who will not attend Avon next year

Laptops and chargers must be returned by the end of the last day of school at the technology support desk or the main office of your school. If your student's enrollment status changes during the summer, these items can be returned at Door 5 of Avon Middle School South between 8:00 am and 4:00 pm, Monday to Friday. Laptops will be checked for damage, and if necessary, repair or replacement fees will be billed to parents/guardians. If the laptop and charger are not returned, we will follow our technology policy, which includes charging the parent/guardian for the device and charger.

## Students currently in Grades 5, 6, 7, and 9

Students will take laptops and chargers home this summer and must bring them back to school next year. If the laptop and charger are not returned at the start of the school year, we will follow our technology policy, which includes charging the parent/guardian for the device and charger.

## Students currently in Grade 8

Laptops and chargers must be returned to the school before the end of the last day of school. Your school will provide specific instructions.

**All incoming 9th graders will receive an ACSC laptop at Oriole Preview Day at Avon High School. Due to curricular and assessment requirements, 9th graders are not permitted to use personally owned devices at school.**



# PLEASE NOTE

## Students currently in Grades 10 - 11

School-provided laptops and chargers must be turned in before the end of the last day of school. Avon High School will provide specific instructions.

Laptops will be updated to Windows 11 and returned to students for the 2025-26 school year.

## Graduating Seniors

Seniors with a school-provided laptop must return their laptop and charger to the school before the end of the last day of school. Avon High School will provide specific instructions to seniors. Laptops will be checked for damage, and if necessary, repair or replacement fees will be billed to parents/guardians. If the laptop and charger are not returned, we will follow our technology policy, which includes charging the parent/guardian for the device and charger.



## Summer Laptop Care

Laptops and chargers are school property and must be kept in good condition or repair charges may apply.

- Store the laptop in a room-temperature, dry location to avoid damage.
- Charge the laptop every two weeks, even if it is not in use.
- When charging, place the laptop on a hard surface by itself to ensure proper airflow.
- Fully shut down the laptop when not in use.
- Laptops are assigned to specific students and are to be used only by the student to whom they are issued.



If you have questions or concerns, contact the Technology Dept. at (317) 544-6103.

- **Laptops and chargers issued from the school are school property and must be returned upon withdrawal from school or when requested.**
- **Please remove stickers, ink, or other markings before returning devices. A clean-up fee may be charged if laptops are returned with these markings.**
- **Insurance to protect school-issued laptops is available and should be renewed yearly if purchased.**