

As you know, the District 186 Board of Education passed funding for a teacher laptop refresh. The Technology Department has been working with a few individual buildings to ensure a smooth transition from the old to the new computers. Some important information has been sent out via all-district email. The following information highlights information you need to know for the refresh:

- Teachers with laptops assigned to them, that is Mid 2012 or older, must refresh their computers (unless given special permission by the Tech Department). Find the year of the computer by going to the Apple/About this Mac
- A detailed document for refreshing computers can be found [here](#). Carefully read through this document before signing up for a refresh event.
- Title I school teachers will not begin the refresh process until July.
 - If you are a traveling teacher, you will refresh with your pay location building.
 - You can determine your pay location by going to the Intranet, Payroll Information, Absence Manager, and Pay Location (in the top left corner).
 - If your pay location is a Title I school, you must wait until July.
- Non-title I school teachers can begin the refresh process anytime.
- Before signing up for a refresh event, you must fill out the linked [Google Form](#).
- Schedule your laptop refresh by signing up for an event on the Intranet (Resources/Events/Registration).
- Your new teacher computer will have far less storage space. Determine how you plan to store large quantities of images and other personal files (cloud, Google, back-up drive).
- You may purchase your assigned laptop (white laptops only) for \$125. You may not purchase computers that are not assigned to you in our Information System.
- You may be held responsible for any damage incurred to your assigned device when you turn it in for the refresh. The charge for damage will not exceed \$125.

Enjoy your summer learning more about your new device: [OSX Resources](#) and [MacBook Air](#).