

New/Withdrawn Students



The following procedures will be used for **New Students**:

- Upon registration, the same documents provided to all students at the start of the school year will be provided to the new student and family. These documents include: *Principal Letter, School Board Policies 815 and 224, Agreement for Laptop Use (Versions A and B) (secondary only), Home Filtering Option Form (secondary only), TL2020.org flyer, Falcon Apps information*. The principal, or designee, will review the information with the student and family and answer any questions.
- Upon receipt of the Usage Fee of \$50.00 per year, orientation and all signed documents a device will be issued from the Technology Department.
- Parents and students will be required to attend an orientation class before the device is issued to the student.
- Signed documents will be maintained electronically by the Technology Department.

The following procedures will be used for **Withdrawn Students**:

- Upon withdrawal from school, the student will return the device, sleeve and charger in the same condition as received, except normal wear and tear.
- The technology department will examine the device. If the device is in need of maintenance or repair beyond normal wear and tear, as determined by the Director of Technology, the computer technician will follow the procedures outlined on the [Warranty/Insurance Claims](#) page.
- Once any maintenance/repair work has been completed, inventories will be updated and the device will be placed back in the pool for distribution.