

City Honors School #195 Laptop Collection June 2025

The IT Department must complete an inventory audit collection in June 2025 to secure device warranties, meet cyber insurance parameters, and ensure all students have 25-26 devices to meet our Board of Education goals.

Our families recently received a communication from the Technology department regarding “the collection of student devices District-wide by June 16, or no later than the last exam date.”

In red below you will see our CITY HONORS SCHOOL-SPECIFIC INFORMATION

ALL LAPTOPS AND CHARGERS WILL BE COLLECTED IN **THE LGI ROOM**. We will have two sets of labels to affix to laptops and chargers, and an inventory list for each charging cart. All devices collected will be stored in alphabetical order by grade and available for students in the Fall. *Our STARS teachers will collect their laptops separately and pass them along to next year’s teachers.*

- We will collect **Grade 7** devices on **Friday, June 13** in the morning beginning at 9:00 AM.
- We will collect **Grade 8** devices on **Friday, June 20** in the morning beginning at 9:00 AM.
- If our **Grade 9 – 11** students are ready to turn in their devices, we will also be collecting their laptops and charging cords on **Friday, June 13**.
- We spoke with students, and many of our grade 9-11 students wished to retain their laptops to prepare for exams. Therefore, we are providing the following alternate collection days:
 - **Grade 9** – Monday afternoon, **June 16**, for students in Algebra I.
 - **Grade 10** – Monday, **June 23**, after students complete Checkpoint B Language exams.
 - **Grade 11** – Friday, **June 20**, after students complete their U.S. History Regents exam. *We have contacted CITT about IB students who need to complete school work over the summer. Those approved students may return to school after the IT Inventory process is completed on July 10 and sign out their laptops.*
- The City Honors **Grade 12** (Senior) Laptop and Charger Collection is scheduled for **Tuesday, June 24, from 9:00 AM – 11:45 AM**. ANY DEVICES not turned in on one of the listed dates/times above MUST be turned in during the SENIOR Device Collection.
- All **Grade 5-6** devices will be collected and labeled on **Monday, June 16**, but will continue to be used for daily instruction until the last week of school.

Please return all student assigned devices and power cords to ensure they have access to a working, updated secure device next school year.

- **Student devices will only work on campus after June 27.**
- No fees will be assessed on the device if all the above are completed regardless of breakage status.
- Any student that does not return the assigned equipment will be contacted over the summer.

*****Exemptions to the June Collection*****

- Current at-home instruction students. IT will schedule a separate inventory swap for these devices during the 2026 school year; ESY registered summer school students only; Conexus students; Students that have an IEP that encompasses ‘at home summer learning’ only

Summer School Devices: Summer School devices will be set up in carts in each location. *Student devices will only work on campus for the summer.* All summer school students will use devices that are in these carts *in school only.* (except for exemptions above)

September 2025- October 2025

- All student devices will be charged in carts for September 2025.
- Student devices will be kept at the building and be operational only in the building through 10/31.

November 2025

- Devices may go home in November if the building chooses to do so. **City Honors DOES plan to do so.**
- Device Insurance options will be available. The IT Department will send out optional, low-cost insurance coverage information vs. non-insurance fees within the next few months.

For further inquiries please contact: [IT Help Desk](#)