



School District U-46
Information Services
355 E. Chicago Street, Elgin, IL 60120-6543
Tel: 847.888.5000 x6971
Fax: 847.888.0458

Tony Sanders, Chief Executive Officer

U-46.org

Staff Laptop Replacement Communication

Date: 6/07/2019

To: School District U-46 Staff

Platforms: Website, Email & Text

Subject: Staff Laptop Replacement Communication

Dear School District U-46 Staff,

The purchase of new laptops for U-46 staff members was recently approved. Any full-time staff member, who is currently assigned a laptop and who did not receive a new computer during the 2018-2019 school year will receive a new Windows 10 laptop to replace their existing one.

Staff members will be able to receive their new computers over summer break or upon their return for the 2019-2020 school year. The IS Department will send out designated dates and time options for each building for those who want to swap out computers over the summer break. Please monitor your email for designated dates as they will depend upon the delivery timeframe of the laptops from the vendor.

All data on the devices will be wiped immediately, so **you are responsible** for backing up your data before replacing it with the new model. Laptops will not be available once they have been collected by IS team. The IS Department, including your building tech, is not responsible for the loss of data due to a lack of backup. For instructions on how to back up your data, please follow this [video](#). No new laptops will be issued without returning the correct laptop and charger.

Laptops are district property. **Personalizing the equipment is prohibited.** This includes, but is not limited to, stickers/engraving/labels/painting.

When District equipment needs to be redistributed, it is very difficult to clean up the device for the next user. In some instances, it cannot be redistributed due to the damage created by employees customizing the outside of the devices. Cost of cleaning the laptops **may** be passed to the staff member who fails to follow this guidance. Additional damage resulting from any modifications **may also** result in a damage fee (i.e. engraved). In the event that you improperly modify or damage district technological property, a report will be generated, shared with you, and kept on file. Laptops will **only** have the official Microsoft tags and the district's asset/ID tags.

In the case of theft, please immediately contact local law enforcement to file a police report. Please share a copy of the police report with the Information Services department. If a police report is filed, the staff member will not be charged the replacement cost.



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New docking stations have been ordered to replace the existing docking stations in use throughout the district. If applicable, Staff members will be issued an adaptor in order to use the new laptops with existing projectors.

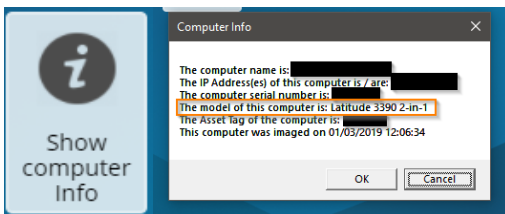
List of models being replaced:

- HP ProBook 645 G1
- HP ProBook 645 G2
- HP EliteBook 840 G1
- HP EliteBook 840 G2
- HP EliteBook 840 G3
- HP EliteBook Folio 9470m
- HP ProBook 6455b
- HP ProBook 6465b
- HP ProBook 6475b
- HP ProBook 6555b
- HP ProBook 6565b
- HP ProBook 6570b

The two newest models will **NOT** be replaced, they are Windows 10 and under warranty:

- HP ProBook 640 G3
- Dell Latitude 3390

If you are unsure of what model you have, you can check in your ZEN launcher and open the “Show computer info” bundle. This will show various information about your laptop including the model.



Regards,

Information Services Department

Additional information:

Information Services Helpdesk location:

355 E Chicago Street, Elgin IL

Room 440

847-888-5000 x4295

Mon-Fri 7:30-4:30 (Summer Hours: Mon-Thurs 7 AM-5:30 PM)

helpdesk@u-46.org