

Good day, Harmony Student/Parent/Guardian,

Please see below the information concerning the return of borrowed school equipment from HSI – El Paso.

- 1) All borrowed electronic items need to be turned in together to include:  
Chromebook/laptop/computer, power adapter, hot spots and any other accessories you may have borrowed.
- 2) Please bring Chromebooks/laptops fully charged or you will have to wait to the side until the item can be turned on.
- 3) Harmony Staff will be inspecting the equipment for damage and noting any issues.
- 4) For any loss or damage of equipment, the student/parent/guardian will need to fill out the [Incident Report Form](#) Please fill this out ahead of time if there is damage you are aware of.

Student/parent/guardian will be responsible for reimbursing the district for the repair or replacement costs listed below. Once informed of the exact cost, only check or money order can be accepted by the front office.

#### Chromebooks

- Screen – Up to \$90 depending on the device model
- Keyboard/touchpad – Up to \$60 depending on the device model
- Power cord - Up to \$35 depending on the device model.
- Full replacement – Up to \$332 depreciation value from Asset system

CTE Laptops - Full replacement – \$1,625

Hotspots - Full replacement – \$150

Headphones - Full replacement – \$22.46

**\*Failure to turn in equipment will result in the student/parent/guardian being charged the full current market value to replace it. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee for Chromebooks and laptops.**

**WHO:** All students - **except** those that will be attending summer school.

**WHERE:** In the High School cafeteria. Students/parents/guardians will enter through the west entrance door (on the Rushing road side of the building) and exit through the High School exit.

**WHEN:** (By students' last name)

Last Name A - E	Tuesday, June 1st	9:00 am – 4:00 pm
Last Name F - L	Wednesday, June 2nd	9:00 am – 4:00 pm
Last Name M - Q	Thursday, June 3rd	9:00 am – 4:00 pm
Last Name R - Z	Friday, June 4 <sup>th</sup>	9:00 am – 4:00 pm

Please wear a face covering while inside the building.

Thank you for assistance and cooperation.