

# BEARDEN HIGH SCHOOL



8352 Kingston Pike  
Knoxville, Tennessee 37919-5489  
Telephone (865) 539-7800  
Fax (865) 539-7805

April 17, 2017

Dear Parents and Students,

It has been a productive year of technology use for students at Bearden High School. Students and teachers have used MacBooks as a tool for increased engagement, personalization, and collaboration in classrooms. As the end of the school year approaches, we will begin the device collection process. At Bearden High, we will collect devices from seniors on May 5 and from underclassmen (freshmen, sophomores, and juniors) on May 18 and 19. If a senior needs access to his or her computer after May 5, please e-mail me to make alternative arrangements for the collection of the device.

A few reminders as we approach device collection:

- All devices will be reimaged and updated this summer. Students, please be sure to download/save any personal files you have on your computer as they will be removed during this process.
- Students will be expected to bring their device, case (if school-issued), and charger with them to device collection on May 5 (seniors) or May 18 and 19 (underclassmen).
- As part of the process, we will assess MacBooks for damages. Students will receive the same computer next year if they return to the school. Damage invoices will be mailed with specific charges. We request that you wait until the invoice has been sent to pay.
- Students will be given a receipt at the end of the device collection process for you to keep on file. These receipts will have an *estimated* cost for any damages. If you choose to pay the estimate, no refund will be available if the actual costs are less than the estimated costs. This is why we encourage you to wait until you receive an invoice to pay.

Parents, if you would prefer to return the device yourself or be a part of the device collections process, please contact Jennifer Vacek ([jennifer.vacek@knoxschools.org](mailto:jennifer.vacek@knoxschools.org)), TPaCK Coach, and Chris Adcock ([chris.adcock@knoxschools.org](mailto:chris.adcock@knoxschools.org)), Computer Technician, to schedule a time to have your device inspected and returned.

Thank you for your support. As always, if you have questions, please do not hesitate to contact me via e-mail or phone. Thank you.

Jennifer Vacek



Bearden High School  
TPaCK Coach

[jennifer.vacek@knoxschools.org](mailto:jennifer.vacek@knoxschools.org)  
(865)539-7800 ext. 1239

