

## PowerUp Student Laptop Collection Plan

Campus Name	Norris Albert
Principal Name	Khalillah Campbell
Primary Power- Up Contact Name	Rodnet Dotson
Campus CSR Name	Norris Albert
Campus CIT Name	

EVENT	DATES & DETAILS	PERSON RESPONSIBLE
<p><b>Student Laptop Collection process</b> What is your plan to collect student laptops?</p>	All seniors will report to campus to turn in his/her as part of the checkout process. Tables will be set up as a 6 ft front of each station. Persons at each station will wear a mask and gloves as additional protection. Devices will be sanitized upon receipt.	Norris Albert Rodney Dotson
<p><b># of Devices Needed for Summer School</b> Quantity</p>	Students attending Worthig for fall will continue use devices.	Houston ISD Technology
<p><b>Missing Laptops</b> What is your plan to collect fees for students that do not turn in a laptop?</p>	Any student missing a laptop will be required to complete a police report.	Norris Albert Rodney Dotson
<p><b>Missing accessories</b> What is your plan to collect fees for students that do not turn in a power cable and/or laptop bag? \$55 – replacement charger</p>	Any student missing Accessories will be required to pay balance at collection.	Norris Albert Rodney Dotson

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<p>\$38 – replacement laptop bag</p>		
<p><b>Collection Support Team</b> Who will support the student laptop collection process?</p>	<p>List people who will support the collection. – Scanning, supervision etc Norris Albert Rodney Dotson Worthing clerical staff</p>	
<p><b>Support Team Training</b> Training details</p>	<p>How and when will you train the people assising with scanning etc?</p>	
<p><b>Materials Needed to Support Collection</b> List any handouts, presentations, posters, etc. needed to support your collection process</p>	<p>Signs will be placed for each station with proper directives.</p>	<p>Norris Albert</p>
<p><b>TIPWEB</b> What is your plan for updating TipWeb and/or tracking missing laptops?</p>	<p>TipWeb will be updated during each collection.</p>	<p>Norris Albert</p>
<p><b>ALTERNATIVE PLAN</b> What is your plan to collect laptops from students who were absent or did not have their laptops on collection day?</p>	<p>We have allotted 2 collection days for students to turn their laptop and accessories. Any student that hasn't turned in a laptop will be contacted.</p>	<p>Norris Albert Rodney Dotson</p>
<p><b>DISTRICT SUPPORT</b> What district support do you think might be beneficial to you in implementing your plan?</p>		

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Principal Signature	
Primary Power- Up Contact Signature	
Campus CSR Signature	Norris Albert
Campus CIT Signature	