



# Knox Academy

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1 April 2026

Dear Parents/Carers and Learners

## Chromebook Return Notification for **LEAVERS ONLY**

As we approach the end of the academic year and prepare to celebrate the achievements of our school leavers, we would like to thank you for your support of the East Lothian Learning, Connected project.

To ensure that learners across the authority have access to the same digital opportunities, **all Council-issued Chromebooks and chargers must now be returned to the school.**

### Return Details

- **Date:** by **29 May** at very latest (ideally on the day of last exam)
- **Location:** Miss Patterson (Technician in CDT)

### Checklist Before You Return

Learners - Please ensure you have completed the following steps before handing in your device:

1. **Personal Files:** Ensure any personal files or photos you wish to keep are transferred to a personal account. We recommend using Google Takeout for this and full details of the process can be found [here](#).
2. **Essentials:** You must return the **Chromebook** and the **original USB-C charger**.
3. **Damage:** If there is any existing damage to the screen, keyboard or the way the device operates please notify the staff member at the drop-off point so it can be logged for repair.

### Important Note on Non>Returns

If a device is not returned the following action will be taken:

- The Chromebook will be **remotely disabled** and rendered unusable. This will prevent any further use of the device in any capacity. We will continue to ask for the device as it belongs to ELC and is only loaned.

We wish all our leavers the very best in their next steps—whether that be university, college, or the world of work. Thank you for helping us keep our digital resources sustainable for future pupils.

Kind regards,

Susan Cook (Head Teacher)

