



Dr. Adele V. Pecora • Superintendent of Schools

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June 3, 2023

Dear Seaford Parents and Guardians,

We hope this letter finds you and your family in good health, high spirits and ready for the summer season. I am writing to inform you about an important process regarding the school-issued laptops that your child has been using throughout the school year. To maintain the functionality and management of the devices, as well as ensuring network security, it is crucial that we reimage our laptops and update them with the latest software and security updates. To complete this task, the Technology Department will need to collect all student laptops at the end of this school year.

Rest assured, students will have their devices to prepare for any finals or Regents exams they may be taking as we will not start the collection process until those assessments are over. The middle school and high school administration will communicate the days and times for collection. There will be no impact at the Harbor and Manor Schools as student devices remain in the classroom over the summer.

To ensure that all previous student work is saved, please follow the actions below:

1. Before returning the laptop, please have your child back up any important files or documents onto their OneDrive account. This is critical as the reimaging process will erase any data stored on the device.
2. Export all bookmarks from either Google or Edge and save to your OneDrive.
3. Gently clean the device before returning.

Our building technicians, teachers and mentors will be able to assist your child if they have difficulty in performing the tasks above. There is also a [‘How to...’](#) section on the district website for additional reference.

We understand that your child may be attached to their laptop and have become accustomed to its presence. However, please assure them that this process is crucial to ensure their laptop remains up to date, secure, and in optimal working condition for their use next year. Information for returning the laptops will be shared over the summer.

If you have any questions or concerns regarding the laptop return process please email me at tlynch1@seaford.k12.ny.us.

Yours in Seaford Pride,
Thomas E. Lynch Jr.

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Assistant Superintendent for Curriculum and Technology