

## Senior MacBook Turn-in and School Email Account Information

**If the Senior Government Exam is the only exam you are taking, you will turn in your MacBook on Monday, May 13, between 8:00 and 8:30 (prior to your exam).** If you will be taking an additional semester exam or need your laptop for school work after that time, please email me with the date and time of your last exam or assignment and we will work out the details of your roll-in.

All equipment must be turned in at the Tech Department. While you are taking your exam, we will check for damage or missing items. **YOU MUST COME BY THE TECH DEPARTMENT BEFORE YOU LEAVE AND SIGN OFF ON YOUR MACBOOK'S RETURN.** If there are missing items or damage to the laptop, you must return them or make arrangements for payment for the items and for the damage. **PLEASE DO NOT LEAVE CAMPUS AFTER THE EXAM WITHOUT CHECKING OUT WITH THE TECH DEPARTMENT.**

### **You must return the following items:**

MacBook  
Power brick (\$49.00)  
Power cord (\$19.00)  
Removable 2-prong adapter (\$9.00)

The equipment must be free of damage. **If there is damage, such as a cracked screen or dented case, please bring a check, made payable to Houston Academy, for \$100 to cover the insurance deductible. If any of the other items listed above are missing or damaged, please bring a check for the amount listed in parentheses to cover replacement of that item.** Grades and transcripts will be held until all money owed is paid.

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**Be sure to copy any files you wish to keep to a stick drive or the cloud.** Also, be sure to deauthorize your iTunes account, so that you will not lose one of your five "installs" for items purchased with your Apple ID. (See directions below.)

**Your school email account and Google drive will remain active until July 30<sup>th</sup>. By that date, please forward any emails you wish to keep to another email account and save any important files from your Google Drive to another location.**

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If you have used an Apple ID to purchase music, videos, movies or books on your Macbook, you'll need to deauthorize the computer using the steps below:

### **Deauthorize a computer**

1. Open the Music app, Apple TV app, or Apple Books app.
2. From the menu bar at the top of your computer screen, choose Account > Authorizations > Deauthorize This Computer.
3. Sign in with your Apple ID.
4. Choose Deauthorize.

For further information, see <https://support.apple.com/en-us/118292>.

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*Mrs. Woodcock*