

MEMORANDUM FOR RECORD

September 10, 2020

SUBJECT: West Mifflin Area School District student laptop software/security update plan.

PURPOSE: To establish a plan to quickly, efficiently, and safely apply mandatory software/security updates to all WMASD student laptops.

1. Students will report to either West Mifflin High School main entrance or Middle School cafeteria entrance and will be broken down by grade and according to their last names as follows:
 - a. 9th Grade Students: **Monday 9/14/2020** West Mifflin High School Main Entrance
 1. Last names A – H 8:00AM – 12:00PM
 2. Last names I – P 12:00PM – 4:00PM
 3. Last names Q – Z 4:00PM – 8:00PM
 4. Any senior that couldn't make their designated time 4:00PM – 8:00PM
 - b. 6th Grade Students and all Elementary Students: **Monday 9/14/2020** West Mifflin Middle School Cafeteria
 1. Last names A – H 8:00AM – 12:00PM
 2. Last names I – P 12:00PM – 4:00PM
 3. Last names Q – Z 4:00PM – 8:00PM
 4. Any 8th grade student that couldn't make their designated time 4:00PM – 8:00PM
 - c. 10th Grade Students: **Tuesday 9/15/2020** West Mifflin High School Main Entrance
 1. Last names A – H 8:00AM – 12:00PM
 2. Last names I – P 12:00PM – 4:00PM
 3. Last names Q – Z 4:00PM – 8:00PM
 4. Any 11th grade student that couldn't make their designated time 4:00PM – 8:00PM
 - d. 7th Grade Students: **Tuesday 9/15/2020** West Mifflin Middle School Cafeteria
 1. Last names A – H 8:00AM – 12:00PM
 2. Last names I – P 12:00PM – 4:00PM
 3. Last names Q – Z 4:00PM – 8:00PM
 4. Any 7th grade student that couldn't make their designated time 4:00PM – 8:00PM
 - e. 11th Grade Students: **Wednesday 9/16/2020** West Mifflin High School Main Entrance
 1. Last names A – H 8:00AM – 12:00PM
 2. Last names I – P 12:00PM – 4:00PM
 3. Last names Q – Z 4:00PM – 8:00PM
 4. Any 10th grade student that couldn't make their designated time 4:00PM – 8:00PM
 - f. 8th Grade Students: **Wednesday 9/16/2020** West Mifflin Middle School Cafeteria
 1. Last names A – H 8:00AM – 12:00PM
 2. Last names I – P 12:00PM – 4:00PM
 3. Last names Q – Z 4:00PM – 8:00PM
 4. Any 6th grade student that couldn't make their designated time 4:00PM – 8:00PM

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- g. 12th Grade Students: **Thursday 9/17/2020** West Mifflin High School Main Entrance
 1. Last names A – H 8:00AM – 12:00PM
 2. Last names I – P 12:00PM – 4:00PM
 3. Last names Q – Z 4:00PM – 8:00PM
 4. Any 9th grade student that couldn't make their designated time 4:00PM – 8:00PM
 - h. Any student grades K – 8 makeup: **Thursday 9/17/2020** West Mifflin Middle School Cafeteria
 1. Last names A – H 8:00AM – 12:00PM
 2. Last names I – P 12:00PM – 4:00PM
 3. Last names Q – Z 4:00PM – 8:00PM
 4. Any student grades K – 8 that couldn't make their designated time 4:00PM – 8:00PM
 - i. Any student grades 12 – 9 makeup: **Friday 9/18/2020** West Mifflin High School Main Entrance
 1. Last names A – H 8:00AM – 12:00PM
 2. Last names I – P 12:00PM – 4:00PM
 3. Last names Q – Z 4:00PM – 8:00PM
 4. Any student grades 12 – 9 that couldn't make their designated time 4:00PM – 8:00PM
2. Please charge your laptop the day prior to bringing it to be updated.
 3. Procedures for laptop drop-off and pick-up will be as follows (please note that all technicians will be wearing appropriate PPE):
 - a. Drop-off
 - a. Pull up to the curb closest to the main entrance or cafeteria of the appropriate building.
 - b. A technician will come to your car and tag your laptop with student name, contact number, and time.
 - c. You will be given a time 1 hour from drop off time to return to pick up your laptop. You cannot come sooner than 1 hour however, you can come later as long as it is before 8:00PM.

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- b. Pick-up
 - a. Pull up to the curb closest to the main entrance or cafeteria of the appropriate building.
 - b. A technician will come to your car and get the students name.
 - c. A technician will bring your updated and sanitized laptop to your car.

- c. Students/parents who do not have transportation to the middle school or high school may drop their laptops off at their local elementary school. Please utilize the drop off schedule based on grade as stated above (example: 6th grade students should drop off on Monday). Laptops will be updated and returned to the elementary school for pickup within the same day. Please only utilize this option as a last resort.
 - a. Drop off: 9 am
 - b. Pick-up: 2 pm

- 4. Point of contact for this memorandum is the undersigned at 724-628-9050 ext. 326 or idgetwiler@buyfbm.com

Jon Detwiler
Director Managed IT
Ford Business Machines Inc.