

April 27, 2021

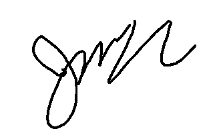
Dear Parents,

The 1:1 ordering portal for your son’s device is now open. Below is the information you will need to place your order. All 8th grade students enrolling at Covington Catholic for the 2021 – 2022 school year need to purchase a device.

All devices must be purchased through our online purchasing portal at <https://student-ordering.web.app/>

Please note that there is only one option to purchase. The entire package includes the device, Microsoft Office, Dyknow Monitoring Software, Trend Antivirus, an extended 3-year warranty, a protective case, and an HP Stylus. The portal is currently open and will remain open until June 1st. To be able to purchase a device through the portal, you must read and accept the school’s acceptable usage policy before making a purchase. Devices will be delivered to Covington Catholic. We will update you on picking up the device when they come in and as we get more information. If you have any questions, please email the technology team at [support@covcath.org](mailto:support@covcath.org).

Thank You,



Jordan Landrum  
IT Director

Ordering Portal Website: <https://student-ordering.web.app/>

|  |  |
| --- | --- |
| Student Name |  |
| Login Code |  |
|  |  |

Student Laptop Information

**The Tablet**: **HP X360**

**Cost**: The total cost of the device is **$1489.00**.

**What comes with the Device**: Microsoft Office, Dyknow- monitoring software, Trend Antivirus, Extended 3-year warranty, Protective Case, and Stylus. All programs will remain installed as long as the student is enrolled at CCH.

**Ordering**: The website for ordering tablets will be open until June 1st.

**Student Code**: Letters will be mailed beginning on April 27th with Student Login Codes.

**Pickup Dates**: We will update you on picking up the device when they come in and as we get more information.

**Broken Devices/Warranty**: You own the warranty. All warranty work will be completed by HP. If the device is damaged or broken, you may stop by the Technology Office or email us at support@covcath.org and get written directions. You will be able to go online, submit a case number, send your PC away for repairs or possibly have HP come to you. Covington Catholic does not handle shipping and receiving of tablets sent out for warranty work.

**Tuition Assistance**: Kristi Schwalbach is our Director of Finance. Through the portal, parents will be charged the remaining amount due by credit card. Mrs. Schwalbach has or will be communicating the assistance amount with parents. If you have questions, email Mrs. Schwalbach at [kschwalbach@covcath.org](mailto:kschwalbach@covcath.org).

**Must Order By Date**: Tablets must be ordered by **June 1st** to ensure delivery date before school starts.

**Rental Tablets**: If a student fails to bring his device to school or fails to charge it, tablets may be rented for $5.00 daily or $25.00 for one week. Rentals are free for students having warranty work at no fault of the student. If the loaner device is not turned in, is lost, or damaged, the student/parent will be required to fix or replace the device.