

BCPS Device Reimaging Plan – December 14 – December 23

Due to the recent ransomware attack, BCPS windows-based devices (not Chromebooks) will be reimaged from December 14 – December 23, 2020.

Directions:

- Bring your BCPS One Card and/or ID badge.
- Make sure your device is charged.
- Bring your charger.
- Remove any stickers applied to your BCPS issued device.
- Back-up any files to One Drive before arrival. **Technicians onsite will not be able to assist with or back up files for you.**
- **You will not get your device back. We will issue a replacement device.**
- Please be prepared to stay in your vehicle and wear a face covering as you interact with staff members onsite.
- If you are not feeling well, please stay home. There will be another opportunity to complete this process (Dates TBA).
- You will receive instructions on how to log into the replacement device.

Distribution Schedule

EVERYONE WHO HAS A WORKING BCPS WINDOWS-BASED DEVICE (NOT A CHROMEBOOK) MUST GO TO A BCPS HIGH SCHOOL TO OBTAIN A RE-IMAGED DEVICE.

Staff and students may go to any high school to swap.

Date/Time	Who
Monday, December 14, 2020 12:00 p.m. – 5 p.m.	<ul style="list-style-type: none">• Principals and assistant principals• Central office staff
Tuesday, December 15, 2020 8:30 a.m. – 3:30 p.m.	<ul style="list-style-type: none">• All classroom teachers with Chromebooks• All students in Grades 11-12 with a BCPS Windows-based device
Wednesday, December 16, 2020 8:30 a.m. – 3:30 p.m.	<ul style="list-style-type: none">• Elementary teachers with a BCPS Chromebook or BCPS Windows-based device• All students in Grades 6-12 with a BCPS Windows-based device
Thursday, December 17, 2020 12:00 pm – 7:00 p.m.	<ul style="list-style-type: none">• Middle school teachers with a BCPS Chromebook or BCPS Windows-based device• All students in Grades 6-12 with a BCPS Windows-based device

<p>Friday, December 18, 2020 12:00 pm – 7:00 pm</p>	<ul style="list-style-type: none"> • High school teachers with a BCPS Chromebook or BCPS Windows-based device • All students in Grades K-5 with a BCPS Windows-based device
<p>Monday, December 21, 2020 8:30 am – 3:30 p.m.</p>	<ul style="list-style-type: none"> • Non-teaching staff who did not attend any of the other days • All students in Grades K-5 with a BCPS Windows-based device
<p>Tuesday, December 22, 2020 8:30 am – 3:30 p.m.</p>	<ul style="list-style-type: none"> • Non-teaching staff who did not attend any of the other days • Students in Grades K-12 who missed any of the other days
<p>Wednesday, December 23, 2020 8:30 a.m. – 3:30 p.m.</p> <ul style="list-style-type: none"> • 2 hour early dismissal for students • This will be synchronous and follow Thursday's schedule. 	<ul style="list-style-type: none"> • All staff who did not attend any of the other days • All students in Grades K-12 who missed any of the other days

Please note:

- **Teachers may voluntarily choose to reimage devices during non-teaching times throughout the week in addition to Wednesdays.**
- **If your current device is broken, you should enter a service ticket. Broken devices will not be replaced onsite.**
- **If you were not issued a device, please enter a service ticket. Devices will not be provided to students or staff members without a device.**