

One-Day Chromebook Loaner Protocol

We have loaner Chromebooks that are available to students who have issues with their personal or school-issued Chromebooks (device failure, technical issues, etc.). As we only have a limited number of loaner Chromebooks, we want to ensure that Chromebooks are returned by the end of each day.

What can you do at home?

- Remind your student to bring their Chromebook each day, fully charged.
- Chromebooks are school property and your student's access to classroom content. Please use them responsibly and take care of the device.

These Chromebooks can be checked out from Ms. Baker in the Mustang Commons.

Expectations:

- These loaner Chromebooks are only loaned for a **one-day** period and must be returned by the end of the school day. **These should not be taken home.**
- Loan extensions are not permitted unless authorized by Ms. Baker or an AP for a special circumstance.

Follow-Up Process for Late Returns:

Tier 1: Email Notification (2-3 Days After Due Date)

- An email will be sent to the student notifying them that the Chromebook is overdue
 - The email will include a **reminder of the check out and return date** and the expectation to return the device the same day.
- The email will also mention that failure to return the loaner within the next **2-3 days** may result in further consequences.

Tier 2: Notification to Parents (4-5 Days After Due Date)

- If the Chromebook is still not returned, reach out directly to the student's **parents/guardians** via email.
 - The conversation will include the **expectations for technology usage** and the importance of students bringing their school-issued Chromebooks to school every day.
 - Parents will be reminded that continued failure to return loaned devices may result in further actions or a loss of borrowing privileges.
- Email and ask the student to come to Mustang Commons to return

Tier 3: AP Office Notification (6-7 Days After Due Date) *FINAL WARNING*

- The AP office will be given a list of students who have not yet returned their loaners
 - Students will be called in to have an AP check in
 - Students will be given until the **next day** to bring back the Chromebook
 - Chromebook must be brought to the **AP OFFICE** for their name to be taken off the list