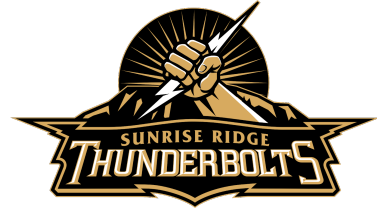


Chromebook Plan 2023-24

One to One Checkout Plan



The WHY: Annual cost saving of about \$24,000. Equal access to chromebooks in all content areas. Decreased login time for students (one profile on each chromebook). Class time savings due to faster chromebook access. Greater availability for students to access resources. Opportunity for increased student responsibility and accountability.

Initial Checkout: Students will be issued a chromebook that is checked out to them using the Koha system. Barcodes will only need to be scanned on initial checkout. Instructions on this process will be provided.

Daily Checkin/Checkout: This will run through 6th period teachers. An early bell will ring at 7:37 each day indicating to students to go to their 6th period teachers and pick up their chromebook before heading to 1st period. Students are still expected to be in class and ready to learn by 7:45. Students will carry their chromebook throughout the day and return them in their 6th period class. On days with homeroom, students will be dismissed at 1:57 to walk to their 6th period classes to return chromebooks, before being dismissed.

Chromebook Sleeve : Each student will be issued a neoprene chromebook sleeve. Students are responsible for ensuring that the sleeve comes to school each day. If lost, students will be responsible for the replacement cost of the sleeve. When not in use, the expectation is that chromebooks should be zipped in the sleeve. No items other than the chromebook can be stored in the sleeve. It is a strong preference that chromebooks/sleeves be carried in a backpack.

Tardy Students: When students are tardy, they will still need to go to their 6th period class to pick up their chromebook. Take this into consideration when planning a location for your chromebook cart. Students will be trained to come in and exit the room as quickly and quietly as possible. Disruptive students will be referred for disciplinary action and a possible alternative plan for re-offenders.

Student Checkouts: Students that leave in the middle of the day will leave chromebooks in the office. An office aide will return these chromebooks to their carts during 6th period.

Chromebook contract and student training: This is “under construction”. A contract of expectations, procedures and replacement costs will be created that students and parents will sign and a student training will also be provided.

Physical Chromebook Checks: Each teacher needs to complete monthly physical checks on the chromebooks to ensure that they are in working order without physical damage. This can be as simple as walking through and looking as students are working. Report any damage or issue to the office.

****Students will not be allowed to open their chromebook unless directed by a teacher to do so.** It should remain zipped in the case, preferably in a backpack until its use is requested. There will be no chromebook use allowed at lunch or in the halls. Chromebook use should always be under the direct supervision of a teacher.

Q & A

Q: What about modified schedule students?

A: Students with a modified schedule will utilize a COW in the library and will pick up and drop off chromebooks according to their individual schedules throughout the day.

Q: What if I teach a semester long (or quarter long) class 6th period?

A: Student chromebooks will be checked back in through Koha and re-issued in “new” 6th period classes. The library will assist with this transition.

Q: What if I am a part time teacher?

A: If you have a 6th period class, you will have a chromebook cart. Plans will be made to supervise the cart.

Q: What is my responsibility as a teacher of a 6th period class?

A: Supervise chromebook pick up in the mornings and ensure that students put them in neoprene sleeves, ensure that the cart is full at the end of the day and that all chromebooks are plugged in, and complete occasional chromebook checks for damage.

Q: What if a chromebook is missing at the end of the day? (A student chromebook is missing or taken home)

A: Report this to the Assistant Principal via email so that we can contact home, track incidences and address this as a behavior concern, as needed.

Q: What do we do on assembly days?

A: If the assembly is at the end of the day, then students will be prompted to turn in chromebooks before they head to the assembly. (They will have time to leave and return to class before being excused to the assembly.) If the assembly does not end the day, then regular procedures will be followed.