



MES Chrome Cart Procedures

Each classroom will have a chrome cart assigned to their room. The cart will house a device for each student. In grades K-2, the cart will also house a small set of iPads to utilize for center rotations. Please review the chrome cart procedures listed below as you prepare for the upcoming school year.

1. Assign one device to each of your students. Students should only use their assigned device as we will begin to charge for damage to chromebooks. Students should use the device that corresponds with their number in your classroom. Ex: Jones 1 = CBI
2. The following will be reviewed in chromebook training:
 - a. No stickers added to chromebooks except login assistance for younger grades.
 - b. Carry your chromebook closed not by the screen.
 - c. Do not remove keys, asset tags, labels, etc.
 - d. Avoid placing items on top of your chromebook.
3. Every Friday, do a quick chromebook check as students are working to look for any damage, especially screen damage or picked off keys. Submit a work order for any damage immediately. We are tracking damage through our workorder system and it is essential that workorders are entered weekly for repair.
4. Daily - Assign a Technology Helper for your classroom. At the end of the day:
 - a. All students should return their device to the cart and plug it in to charge.
 - b. Your Technology Helper will quickly check your cart to ensure all devices are present.