

# Chromebook Guidelines

## Broken Chromebook

- A broken Chromebook should be taken to the [building representative](#) for repair.
- The broken device should be marked in Follett "[Out for Repairs](#)".
- A replacement Chromebook should be issued.
- The building representative should fill out a [Chromebook Information Sheet](#) and place it inside the device.
- The device should then be sent via school mail to the McLean Building attention: Information Technology. Please package appropriately with no more than 5 Chromebooks in a single box.
- Do not send the charger unless you suspect it to be part of the issue.
- Please allow 2 weeks for repair.

## Student Transfer within the VCSC

- A student who transfers within the VCSC should take their Chromebook to the new school.
- No other action is required.

## Lost Chromebook

- When a Chromebook has been lost, the building representative should be notified. The building representative should enter the [Lost Chromebook](#) information in Follett.
- A replacement Chromebook should be issued to the student.
- An invoice for \$250 will be mailed to the student's home if the student elected to purchase device insurance and \$325 for students without device insurance..

## Lost Charger

- If a charger has been lost, the student may purchase a new one from the school treasurer's office for \$15.

## Stolen Chromebook

- When a Chromebook is thought to be stolen, it should be reported to the building representative. The building representative should enter the [Stolen Chromebook](#) information in Follett.
- A replacement Chromebook should be issued to the student.
- An invoice for \$250 will be mailed to the student's home if the student elected to purchase device insurance and \$325 for students without device insurance.

## Teacher Chromebook

- If a teacher is moving from their school, teachers should check in their device to their chromebook circulation representatives. Please consider the chromebook as a tool associated with a school. The device is checked out to each individual teacher. If the teacher is moving to a new school, a Chromebook can be checked out by the

chromebook circulation specialist at the new building. There is a fee associated with any device not accounted for once a teacher leaves the VCSC.