

**Orange Public Schools
Chromebook
Procedure Manual**





Chromebook Cart Procedures

The following procedures will help teachers understand how to implement the wireless Chromebook lab into the classroom. Please take the time to read and understand the following guidelines.

General Guidelines and Information

1. A teacher must pick up their devices from their designated cart no later than 8:15am.
2. Assign students a specific numbered Chromebook and record these numbers on the ID chart to be able to hold them accountable for proper use. A copy should be given to the Technology Coordinator.
3. Determine where the cart will be placed in your room. The technology staff can help you with this step.
 - a. Place the cart in a location where it will not be bumped.
 - b. The cart must be near an electrical outlet.
4. Chromebooks will always run on battery power. **The power cords SHOULD NOT be taken out of the cart.**
5. Do a visual check of each Chromebook before and after use making note of any problems with the Chromebooks. Report problems by following the normal procedures for reporting tech issues.
6. It is the responsibility of the last teacher who uses the Chromebooks to place them in their designated cart by 3:15pm.
7. Chromebooks are to be used to explore programs that are part of your lesson plans and district approved curriculum to engage students with web 2.0 tools or web-based programs (ex. Voicethread, Glogster, Wiki's etc).
8. Chromebooks cannot be checked out overnight by any student or staff member.
9. All teachers who plan on using the Chromebook cart must have a signed Chromebook agreement on file with the Technology Coordinator to indicate that he/she has read the guidelines and understand the Chromebook procedures.
10. All Students must have a signed Chromebook agreement on file with the teacher and checked off on the ID chart.
11. DO NOT leave substitute plans that include the use of the Chromebooks.

The Day of Use

Preparation

1. Inspect your Chromebooks: Check for damage. Check the maintenance form in the cart to note any issues.
2. Plug the cart into an electrical outlet. Turn on Cart (There are two power switches) be sure that appropriate lights are lit.

Use

1. Closely supervise use of Chromebooks.
2. Hold students accountable for proper use and care of the Chromebooks.
3. If Chromebooks are not to be used for 30 minutes or more, they should be powered down to conserve battery charges. It would also be a good idea to charge them during preps, lunch breaks, and overnight.
4. Secure the Chromebooks if you leave your room. Return them to the cart, lock the cart and lock your room.
5. Note any issues on the maintenance sheet in the cart. Please note the number of Chromebook when reporting problems.

Retrieval

1. Start the retrieval procedure in a timely manner. The recommendation for shut down and collection is to leave 10 minutes before the class ends for retrieval.
2. Have students log out and shut down Chromebooks when class is over.
3. Inspect each Chromebook as it is returned: Note any damage to the Chromebook. Ask students if they experienced any operational difficulties. **Do not attempt to make repairs.** Record any problems on the maintenance sheet on the cart.
4. Place the Chromebooks carefully in their numbered spot in the cart.
5. Inventory Chromebooks and make sure they are placed in the cart properly.
6. Lock the cart.



Teacher Chromebook User Agreement

I have read and understand the District and building procedures for using the Chromebook. I understand that it is my responsibly to monitor students and make sure Chromebooks/cart are secured at all times.

Teacher's Name (print)

Teacher's Signature

Date of Teacher Training

Student Guidelines for Chromebook Use

Do:

- Carry the Chromebook with 2 hands
- Close the Chromebook before carrying it
- Walk slowly and carefully when carrying the Chromebook
- Place the Chromebook securely on the desk and not hanging over the edge of the desk or on a crack between two desks
- Make sure your hands are clean and dry before using the Chromebook
- Only use the Chromebook that the teacher assigned to you
- Return the Chromebook to the teacher when finished so that he/she can return it to the cart
- Notify your teacher immediately if there is a problem with the Chromebook
- Correctly log out of the Chromebook when finished.
- Follow the Chromebook Agreement you signed when using the Chromebook

Don't:

- Touch the screen with your hands or any other object.
- Place your pencil or any other object on or around the keyboard.
- Lift the Chromebook by the monitor
- Use the Chromebook near food or liquids
- Change the settings on the Chromebook including backgrounds and screensavers.



Student Chromebook User Agreement

I have read and understand the District and building procedures for using the Chromebook. I understand that it is my responsibly to use for educational purposes only.

Student's Signature (print)

Teacher

_____ Grade _____

Date

Chromebook ID Chart

Date: _____

Cart Number _____

Teacher: _____

Block: _____

Chromebook #	Student Name	UA
1		
2		
3		
4		
5		
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