

Chromebook Check-Out / Check-In Daily Procedures

Students are expected to bring their Chromebooks to school for every class period and are expected to have enough battery life for the entire school day.

If a student forgets to bring their Chromebook to school, it is low on battery or it is damaged or not functioning, please refer to the procedures below:

- Students may check out a temporary, fully charged Chromebook from the Media Center ONLY during the hours of **7:35 - 7:50 a.m.**
- Students will need to return the device back to the Media Center during the hours of **2:40 - 2:55 p.m.**
- Mrs. Morales will ONLY be available during these times to check-out and check-in temporary Chromebooks.
- In the event that Mrs. Morales is not available on a particular day, someone will be available to assist students during those hours in the Media Center.
- Students are not allowed to charge their Chromebooks in the classrooms and may not check-out a charger. They may only check-out a temporary device from the media center during the above hours.

New Student Chromebook Check-Out Procedures

- Newly enrolled students need to see Mrs. Morales in the Media Center for the necessary paperwork to check-out a Chromebook.
- Once that paperwork is returned to Mrs. Morales, students will receive their device.

Students Who Drop from W.H.S.

- When a student drops from W.H.S., they will need to turn their Chromebook AND Charger in to Mrs. Morales in the Media Center.
- Mrs. Morales will examine the device in case of any needed repairs or fines. She will then check the Chromebook in via our Asset Management System.
- Both the Chromebook and Charger MUST be turned in.