

Chromebook Cart Care & Procedures

Caring for our carts and chromebooks will extend the longevity and productivity of these devices.

- Place the cart in your classroom near an electrical outlet. Choose an out-of-the-way location if possible.
- Make sure the cart is plugged in each day. Unplug the cart over long breaks.
- Assign a chromebook to each student. Record this assignment.
- Create rituals and routines for retrieving and returning chromebooks daily.
- Be sure students know proper use and care:
 - Use two hands to carry a chromebook.
 - Never pick up a chromebook by the screen.
 - Do not place chromebooks at the edge of the desk.
 - Do not place anything on top of chromebook.
- At the end of the day, inspect chromebooks as they are returned.
 - Damaged chromebooks should be reported with a ticket in SchoolDude.
 - All chromebooks should be accounted for. Notify Mrs. Haskins of missing chromebooks immediately.
- You are responsible for your cart and chromebooks. In the event of a student damaging a chromebook negligently or stealing a device, they will be held responsible. Continued poor care by this student of WCMS devices may result in the removal of permission of the student to handle a chromebook.