I have created a new Chromebook/Equipment process that I hope will make things easier for everyone.

**WHERE DO I FIND/LEAVE THINGS NOW?**

There is a crate outside of my office, 181C, for you to drop off any damaged Chromebooks. You will also find blank Student Device Issue forms. These forms have been updated to include all information needed by IT. Please complete them in their entirety and place them inside the Chromebook. I will generate the appropriate type of ticket for you and place your Chromebook(s) in the red bin. I will do this once in the morning and once in the afternoon each day.

**MISSING CHARGERS ONLY:**

If your student needs a charger, please complete a Device Issue form and leave it in the folder above the crate outside of 181C. I will generate the appropriate ticket for you.

**LOANER CHROMEBOOKS:**

The cart is now in 181C. If you need a Chromebook for the day, please come to my office and I will sign one out to you. If I am not here, Amanda or Stacey can assist you. All loaners must be returned by the end of the school day (2:15pm). You can sign them out again each morning. If you are requesting a loaner during assessment time, please understand that those needing to complete assessments will be given priority. If you are able to plan ahead for your loan request, you can complete this Google Form in advance:<https://forms.gle/iuo9tT9iCig26AUw7>

**HEADPHONES, MICE, and CHARGERS:**

All classroom teachers should have a class set of headphones and mice. Everyone should also have an extra set of 4-5 chargers. If you are missing any of these items, please complete this Google Form:<https://forms.gle/9cAummKvpHntXJvMA>

**STUDENT PASSWORDS:**

You can reset these from ROConnect. Go to Teacher Tools, Student Password Reset.

**LOCKED:**

If a student’s Chromebook gets locked, please complete a Student Device Issue form and leave the Chromebook in the bin outside of my office. If I have a loaner device available, you are welcome to sign one out.

**REPAIRS/REPLACEMENTS:**

As soon as a delivery comes in I will distribute the devices to you.

Thank you for your help in making this run smoothly for everyone!!! 😊