

Chromebook Policies and Procedures

This Document is a version made specifically for the Clinton Community School District Staff

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Student forgot their Device

When a student has forgotten their Chromebook they may come down to the Library to be issued a Hotswap (Loaner device). A student may only have 2 devices in their possession at a time. This means that if a student forgets their Chromebook and checks out a Hotswap but then takes that Hotswap home and forgets it, they will NOT be issued a second Hotswap.

If a student turns in their primary device for repair and is issued a Hotswap in place of their primary device while it is in for repair, that primary device is not in their possession and can then check out a second Hotswap if they forget their device at home.

****Important**** EACH Semester, when a student has been issued their 5th "I forgot my device" Hotswap they will be written up as a minor referral. On the 6th time they will be written up as a Major referral. Students will NOT be issued a 7th Hotswap in a semester.

Each semester this will reset to 0.

Student Device Not Charged

Students will NOT be given a Hotswap (Temporary Device) for not charging their Chromebook.

If a student brings in their device and it is not charged they have the following options.

1. Utilize the Chromebook Charging Station in the Library.
 - a. They may leave their device in the library charging while they return to class and pick it up later.
 - b. The Charging station is available at 7:30 am when the Library Manager arrives.
2. Each Classroom will be issued 1 Chromebook Charger and 1 Power strip.
 - a. Teachers will NOT be given a replacement if that charger or powerstrip go missing.
 - b. The student may ask the teacher to utilize their classroom charger during the class period.
3. Students may bring with them their Chromebook charger and charge their device in the classroom.

Students Device is not working properly

If a students device is not working properly the first step would be to direct the student to the website to first try the simple 4 troubleshooting steps. Each step takes less than 30 seconds and typically fixes 60% of chromebook issues.

The Students may find these troubleshooting steps on the website under Tech Support.

The Tech Support link can be found in multiple places on the website.

Menu → Student Links → Tech Support

If those steps do not fix the issue the student should go down to the library and see the library manager.

Student Device is damaged

If a student's Chromebook is damaged and in need of repair they should be sent to the library to see the library manager about the next steps.

The library manager will gather the necessary information to help the technology department fix the device as quickly as possible and give the student a Hotswap (Loaner device) while their primary device is in for repair.

Charger Checkout

Chromebook Chargers will NOT be checked out to staff or students.

Chromebook Checkouts to Staff

If a student is not eligible for the checkout of a Hotswap but a staff member feels the student really needs the device, the Library will check the device out to the Staff Member and not the student. The staff member then becomes financially responsible for that Chromebook and will be charged in the event that the Chromebook is not returned or damaged by the student. The staff member is taking full responsibility for this device.