

**Moore Middle School Chromebook Implementation**  
**Building Wide Procedures & Expectations**

**Student Movement with Chromebooks**

1. Chromebooks should remain in their carrying case in all areas of the building outside of classrooms. This includes before and after school, passing times, and at breakfast/lunch times.
2. Chromebooks should not be taken into restrooms or locker rooms. If a student needs to use the restroom during a passing time, they should drop off their materials at their next class and check in prior to using the restroom. Teachers will need to be flexible in regards to passing time due to this added movement between classes.
3. If a student needs to see the nurse, they may either take the device in its case or leave it with the teacher and return to pick it up when appropriate.
4. Students will be allowed to take their devices home over breaks. Planning non-digital lessons for the first day after a break, however, may prove helpful as devices may come back uncharged.
5. When moving from class to class, students should use the shoulder strap. (diagonal over shoulder is safest)

**Chromebooks in the Instructional Setting**

1. With the exception of PE and Computer classes, Chromebooks should be taken to all Academic Connection classes on a daily basis unless otherwise instructed by the teacher. PE instructors will notify students when the devices are needed for that class.
2. When not a part of direct instruction, the Chromebook should remain closed or in its carrying case.
3. If the computer is not in use, the lid should be closed.
4. If a student needs to move within the classroom, carry the device with two hands on the base during the transition. (Do not pick up the device by the screen)
5. Students should never share their computer log-in & password with anyone. (teachers and parents are okay)

**Building Roles**

1. Registrar (DeAnn Karg)
  - a. New Students during school year
    1. Share RUA and Insurance forms with parents; collect signatures and forms
    2. Notify Christie Flynn to print Chromebook Name tag for new student
    3. Put in a Help Ticket to receive device for student
    4. Notify Sara Meier of students transferring out of Moore
2. Administrative Secretary (Christie Flynn)
  - a. Print Chromebook Name tags for student cases
  - b. Collect and Organize Parent/Student Signature & Insurance Forms
  - c. Damage/Loss/Theft process
3. Library (Sara Meier)
  - a. Replacement device checkout
  - b. Supervise Help tickets as needed, students should fill out their own in classrooms!
  - c. Student transfer out of Moore - device collection
  - d. Distribute device to New Moore student when it is delivered
4. Technology Leader
  - a. Support with building flex and training
  - b. District Technology Liaison
  - c. Facilitate Building Technology Committee meetings
5. Building Technology Committee (Reps from all building teams, meets monthly or as needed)
  - a. Monitor implementation and use of Chromebooks
  - b. Review procedures and recommend changes as necessary
  - c. Review the instructional relevance of Chromebook applications and use of educational websites. Communicate with District Office.

## **Building Wide Troubleshooting**

### **Device is not charged**

1. A Responsibility Reminder slip should be filled out and given to the student. (white copy goes home) The form should be taken home to be signed by a parent and returned to the teacher.
2. Each Core classroom will have 2 Dell computers available for students to borrow during class periods. ACES classrooms will have 1 Dell computer available.
3. Students will plug in their device in the classroom to charge and use a loaner device for the class period only. The cords for the Dell loaner computers are compatible with student Chromebooks.
4. At the end of the period, the student device should be fully charged. The student will return the loaner device and retrieve their own device.
5. If the student device is not fully charged at the end of the period, the student will retrieve their device and follow the same procedure in their next class.
6. Classroom teacher will notify parents if this is a chronic problem for a student.

### **Device is not working properly**

1. The Student will complete a Help Ticket in the classroom. Teachers should have directions posted.
2. Student should take the device to the library and check out a loaner device.
3. Students will keep the loaner device until their own Chromebook has been returned to the them.

### **Student Mobility**

1. If a student is leaving LPS , they turn in the device and associated materials to the media center when returning checked out books and have the librarian sign the checkout form. The Technicians should be notified that the Chromebook is ready for pick-up.
2. If a student is leaving Moore for another LPS school, the device should be taken to the library and reassigned in KACE to the new school.
3. If a new to LPS student arrives at Moore, the Registrar (DeAnn Karg) works with families when they register the student to explain and sign appropriate user agreements. She will fill out a Help Ticket to have a device delivered to Moore for the student. The Registrar will also notify librarian of incoming students.
4. When the device has been delivered, the attendance secretary (Stephanie Buss) will help the student log into the device to complete the initial setup menu. Teachers will facilitate new students joining the appropriate Google Classrooms.

### **Damage/Loss/Theft**

1. If a device has been damaged by another student, the student fills out a help desk ticket and asks their teacher to notify an administrator. The administrator will team with our Executive Secretary (Christie Flynn) and coordinate with Computing Services and technicians to resolve.
2. If the computer has been lost or stolen, the student will fill out a help desk ticket and ask a teacher to notify an administrator. The Administrator will investigate and decide on the next course of action.