

**Start Of Day Chromebook Procedure:**

Students are responsible for getting their Chromebook at the beginning of the day from their SWAG classroom.

**End Of Day Chromebook Procedure:**

Students are responsible for returning their Chromebook to their SWAG classroom at the end of the day before going home and for making sure the Chromebook is powered down and charging so it is ready for the next school day.

**Inspection:**

Students may be selected at random to provide their Chromebook for inspection by the principal. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Storing Your Chromebook:**

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Chromebooks should never be stored in a vehicle.

**Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Be sure that your Chromebook is stored securely in your locker and the locker is locked.

Violating the guidelines above may result in losing chromebook privileges. Students may also be subject to disciplinary action in accordance to the Student Code of Conduct.

*I have read and understand the Delphos Jefferson Middle School Chromebook Policy.*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

