



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

Procedure for Issuing Chromebooks to Students and Managing Lost Devices

Objective: To efficiently issue Chromebooks to students and establish a protocol for managing lost devices that ensures accountability and responsible usage.

1. Pre-Deployment Planning:

- a. Inventory Check: Ensure that all Chromebooks are accounted for and their operational status appropriately documented
- b. Documentation: Prepare a list of students eligible for Chromebook issuance.

2. Parental Signatures for 1:1 Devices

- a. Communicate the importance of responsible device usage, care, and the potential consequences of loss.
- b. Explain the financial responsibilities associated with lost or damaged devices.
- c. Have parents and students sign an agreement acknowledging receipt of the Chromebook and understanding the responsibility associated with it.

3. Device Tracking and Registration:

- a. Maintain a detailed record of each Chromebook issued, including serial numbers, asset ID tags, and assigned students.
- b. Register each Chromebook to the student's Google account.

4. Lost Device Protocol:

- a. If a Chromebook is lost or damaged, parents/guardians and/or students are responsible for reporting it immediately to the school.
- b. A meeting with parents/guardians will be scheduled by the principal or his/her designee within 3 days to discuss the situation.
- c. During the meeting, assess the circumstances and determine whether the loss was due to negligence or unavoidable circumstances.
- d. If the loss was due to negligence: - Parents/guardians will be required to pay for the cost of replacement or repair. - Until payment is received, the student will not be issued a replacement Chromebook.
- e. If the loss was due to unavoidable circumstances: -The principal will evaluate the need for a temporary loaner device for educational continuity.

5. Loaner Devices:

- a. If a Chromebook is lost and it is determined to be due to unavoidable circumstances, the school may issue a loaner device.
- b. Loaner devices are issued one day at a time to minimize disruptions.

- c. Students are expected to return the loaner device promptly at the end of each day or at the beginning of the following school day.
- d. In the event of a loaner device not being returned on time, a restorative process will be initiated to address the situation collaboratively. This may involve discussions with the student and their family to understand the reasons for the delay and work together to find a solution that ensures timely return and continued access to school resources.

6. Device Recovery:

- a. Efforts should be made to recover lost devices.
- b. If a lost device is found later during the school year, it should be returned immediately to the school and money will be refunded.
- c. After the school year has ended no money will be refunded.

7. Documentation and Records:

- a. Maintain accurate records of all Chromebooks issued, returned, and replaced.
- b. Document all meetings and communications with parents/guardians regarding lost devices.

8. Communication:

- a. Maintain open lines of communication with parents/guardians, ensuring they are informed and involved in the process.

By following this procedure, the district can efficiently issue Chromebooks to students while establishing a clear protocol for managing lost devices that emphasizes responsibility, accountability, and educational continuity through loaner devices when necessary.