

# Chromebook Collection Planning

Spring 2017

## End of Year Calendar

Adjusted for 3 snow days: 2/9, 2/13, 3/14

Mon 6/12	Tue 6/13	Wed 6/14	Thu 6/15	Fri 6/16
C Day	D Day	A Day	B Day	C Day <i>Normal Advisory</i>
Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	
D Day <i>Chromebooks</i> <i>Collected in Special</i> <i>HR/Advisory</i>	Exams A & B <i>Late Chromebooks</i> <i>collected in library</i>	Exams C & D <i>Late Chromebooks</i> <i>collected in library</i>	Last Day <i>Late Chromebooks</i> <i>collected in library</i>	

## Balancing Concerns

- Collection as **late as possible**, to allow for exam **studying** (re: online textbooks)
- Collection **early enough** to **identify missing** Chromebooks before end of school
- **Convenient collection points** in Advisory
- Clear **record-keeping/paper trail**

## Step I. Purchasing bins

**Forty-six (46) bins** will be purchased, one for each of the 42 ninth & tenth grade Advisories and four for the eleventh and twelfth grade chromebooks . [Something like these](#), but a trial bin will have to be purchased first to check sizing. (There should still be money available from the original capital fund.)

The bins will be labeled with the appropriate class/advisory.



## **Step 2. Communication**

Students and parents need to be made aware of the collection procedures. [This document](#) will be sent to parents via email blast, and Advisory teachers will refer students to the document. The collection information will be made available on June 2.

The document tells students/parents that Chromebooks will be collected the day before exams, but that students may turn them in during or after exams if necessary. It provides replacement cost info for missing items.

## **Step 3. Advisory Collection**

On collection day (planned for Monday, June 19), students will turn in their Chromebook, charger, and case. Advisory teachers will check each label number and record it on a [check off sheet](#) that items were turned in or missing. Students will sign their initials next to their record, as confirmation.

After collection, the advisors will have two students carry their bin to the library, where it will be received and counted by Tom, Lois, and the PIT Crew.

## **Step 4. Late turn-ins**

Chromebooks not turned in during advisory can be turned in to the library Tue 6/20 - Wed 6/21. The librarian will check the chromebook number etc and update the record.

By noon on Wed 6/21, a complete list of missing Chromebooks, chargers, and cases will be compiled. The school can then contact families, reminding them of their obligation.