



William H. Spencer High School
Muscogee Country School District
1000 Fort Benning Road
Columbus, GA 31903

Chromebook Cart Procedures for Teachers and Students

- **Each morning:** Students will report to their 7th period class to pick up their Chromebook then report to 1st period. Chromebook pick-up expectations based on feedback received from the faculty and staff.
 - Students will no longer be allowed in the building at 7:55 am to retrieve Chromebooks. The first bell will ring at 8:00 am.
 - Students will have from 8:00 - 8:10 am to retrieve Chromebooks.
 - Students who are not in class by 8:10 am are considered tardy and should receive a tardy pass from the Attendance Office.
 - Students will no longer have until 8:15 am to retrieve Chromebooks.
- **If a student checks in late:** Please note: students are considered tardy if they are not in their 1st period class by 8:10 am. **Excused** tardies will get a loaner from the media center and **unexcused** tardies, after 8:15am, will utilize a Teacher Loaner when they are available.
- **Checking Out of School** - Students will leave their Chromebook in the media center when checking out. Before students are allowed to leave the school, they will receive a slip to give to the Attendance Office verifying the submission of the Chromebook. The Media Specialist will email the 7th period teacher verifying accepting the student's Chromebook, then place the Chromebook on a charger in the media center. It is the student's responsibility to pick up the Chromebook from the media center the following morning.
- **At the end of each day:** Each teacher needs to visually check the cart to ensure all Chromebooks are accounted for and charging. Check for a green or yellow light on the laptop to confirm charging status. Carts should be locked at the end of the day.
- **Substitute Teachers:** Mr. McBride will unlock carts for substitute teachers. Substitute teachers should follow end of the day procedures describe above.
- **The cart itself:** The cart should always remain locked and plugged in except during pick up and drop off each day.

If a Chromebook is damaged, missing, or not working at any time through the day, contact Mr. McBride.

Chromebooks Most Frequently Asked Questions for Teachers and Students

1. What is the purpose for the Chromebook Devices?
The Muscogee County School District (MCSD) will provide students with access to a Chromebook and Google's G Suite for Education as learning tools to promote and maximize Personalized Learning and Student Achievement.
2. Can I use the Chromebook to download social media software?
No, students may not use the Chromebook for entertainment purposes. The student has no expectation of privacy in his/her use of the device. MCSD reserves the right to monitor the student's usage of the device.
3. Are students allowed to take the Chromebooks home?
No, students are **not** allowed to take the devices home. They will leave the device in their 7th period classroom.