

Subject: Senior Chromebook Roll-in Details

Congratulations, Seniors! You're almost there!

Chromebook Roll-in Dates are as follows:

- **Seniors doing Credit Recovery**
 - Turn in your chromebook, charger, and bag no later than Friday, May 11 at 2 p.m. at the Tech HelpDesk in the LMC
 - Your name must be on the official credit recovery list we received from principals to keep your device.
 - **Seniors taking an AP Test**
 - Turn in your chromebook, charger, and bag no later than Friday, May 11 at 2 p.m. at the Tech HelpDesk in the LMC
 - Keeping your chromebook is optional. You may turn it in with the rest of the seniors on May 3 if you don't need it to study for your AP test.
 - Your name must be on the official senior AP student list we received from the counselors to keep your device.
 - **Seniors who go to Franklin Tech / Carthage Tech**
 - If you are not doing credit recovery or AP testing, turn in your chromebook, charger, and bag to the HelpDesk in the LMC after school on Wednesday, May 2 or before school on Thursday, May 3.
 - Please have your chromebook, charger, and bag ready to turn in.
 - **Seniors who will be gone for a group or sporting event on Thursday, May 3**
 - If you are not doing credit recovery or AP testing, turn in your chromebook, charger, and bag to the HelpDesk in the LMC after school on Wednesday, May 2 or before school on Thursday, May 3.
 - Please have your chromebook, charger, and bag clean and ready to turn in.
 - **All Remaining Seniors**
 - **Senior Chromebook Roll-in will be Thursday, May 3 during Homeroom**
 - Please have your chromebook, charger, and bag clean and ready to turn in.
 - The tech department will be collecting senior devices during homeroom and assessing them for damages after that. If your device has chargeable damage(s) or if you have a missing charger, you will receive your damage assessment/fine receipt(s) by the end of 4th block on May 3. Please be listening for your name to be called during passing times so you can pick up your receipt(s). If you have any questions about your damage assessment/fine, Dr. Edwards and Mrs. Harlen will be available in the LMC during study hall on Thursday and all day on Friday to talk with you.
 - **If you know you will be absent or out of the building the morning of May 3, you need to drop off your chromebook, charger, and bag at the HelpDesk in the LMC after school on Wednesday, May 2 or before school on Thursday, May 3.**
 - Please have your chromebook, charger, and bag clean and ready to turn in.
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Please make sure that you have done the following prior to senior chromebook roll-in:

- **Save files from your wstudent google account.** (you might want to use them in college as reference notes or to show examples of your past work)
 - You will not be able to retrieve your school documents once your school account is deactivated after graduation.
 - Please follow the [Google Takeout](#) instructions. You can start the Takeout process on your chromebook, but you will need to use a different device to finish it. (a personal computer at home or one of the school's desktop computers or LMC chromebooks) You will need a flash drive large enough to copy the files to if you decide to use a school computer.
- **Bag with strap is clean and ready to turn in**
 - This means nothing is in the bag but the chromebook, charger, and strap.
 - The bag is clean. (no papers, trash, dust, dirt, pet hair, crumbs, etc)
- **Chromebook is clean**
 - No post-it notes, pen/pencil marks, grease, excessive dirt/grime, sawdust, stickers, sticky residue, paint, food, marker, highlighter, nail polish, glitter, etc.
 - If your chromebook has been deliberately damaged (colored on keys, marker/paint/writing, etc) or if we can't get it clean, you will be charged the appropriate fees for replacement of the damaged part(s). All damages will be photo documented during the assessment process.
- **Charger is in the bag at time of roll-in**
 - Do not leave your charger at home, in a locker, or in another location.
 - If you loaned out your charger, you need to get it back before roll-in.
 - You will be assessed a \$15.00 fee for having a missing charger at the time of roll-in. NO EXCEPTIONS The missing charger fee will be forgiven when you return your charger **to the HelpDesk**. (please bring your receipt with the charger so your account is credited for the returned item)

Our expectation is that your bag, chromebook, and charger are clean and in good, working condition when you turn them in.

If they are not in good, working condition, you may encounter the following fees:**

Chromebook:

- Broken screen: \$25
- Missing charger: \$15
- Missing/loose keys at roll-in: First 3 missing/loose keys are free, \$2 for each missing/loose key after that. If an excessive amount of keys are missing or if any of the individual keys cannot be repaired due to

broken metal clips under the key, we may charge you for a full keyboard replacement instead, which is \$25.

- If your chromebook has excessive damage or can't be cleaned, you will be charged for the replacement part(s).

**Additional fees may apply in cases of obvious abuse/neglect or for damage to other parts of the chromebook not specifically mentioned above.

We will take chromebook fine payments starting Friday, May 4 at the HelpDesk in the Library. Please plan to **pay with CASH only**.

Chromebook & Bag Cleaning Suggestions:

We highly recommend that you clean your bag and chromebook prior to roll-in to avoid part replacement fees. Please refer to the following guidelines when cleaning your chromebook and bag:

- **DO NOT USE HARSH CHEMICAL CLEANERS ON THE CHROMEBOOK**
- **DO NOT USE ABRASIVE MATERIALS OR CHEMICAL CLEANERS ON SCREEN OR ON/AROUND KEYS**
- **DO NOT SPRAY WATER OR OTHER CLEANERS DIRECTLY ON THE CHROMEBOOK ITSELF**
- **CLOROX WIPE / COFFEE FILTER SHOULD BE BARELY DAMP, NOT DRIPPING WET**
- **DRY THE AREA IMMEDIATELY AFTER CLEANING**

Chromebook:

- Coffee Filters - for screen
 - barely dampen with water, gently wipe screen, then dry the screen immediately with a soft cloth or use a computer screen cleaning cloth to remove dust/dirt. Do not press hard on the screen.
- Clorox or Lysol Cleaning Wipes - for shell, should remove pencil and light grime/dust
- 409 All-Purpose Cleaning Spray - for shell, pencil/grime/dust
- Magic Eraser - barely dampen to clean shell, may remove some types of ink/marker/paint
- GooGone spray gel - removes sticker or tape residue
 - Don't spray the cleaner directly on the device or let the gel get into any crevices or under the keys. Use a Q-Tip to apply the gel, if needed
 - Let gel sit on the sticky area for a couple of minutes, then gently rub the area with a cloth.
 - Repeat this process to remove all sticky residue.

Bag/Strap:

- Clorox or Lysol Cleaning Wipes (for light cleaning)
 - remove chromebook and charger from bag
 - scrub strap and bag (outside and inside) with wipes
 - let air dry before putting the chromebook and charger back inside the bag

- 409 All-Purpose Cleaning Spray (for a heavily soiled/dusty/smokey bag)
 - remove chromebook and charger from bag
 - if dusty, try using canned air to blow dust off before cleaning
 - spray 409 cleaner liberally on bag & strap, (outside and inside) scrub it
 - let the bag air dry before putting the chromebook back inside the bag

- Febreze Fabric Refresher (for strong odors 409 Spray didn't get rid of)
 - remove chromebook and charger from bag
 - spray bag to remove odors, let dry. Repeat if necessary.
 - let the bag dry completely before putting items back inside the bag

- 409 Carpet Spot & Stain Remover (for embroidery and blue/white stripe)
 - spray carpet cleaner on the embroidery
 - rub in and let sit for a few minutes
 - scrub embroidery with a soft toothbrush
 - wipe cleaner off with a soft cloth
 - let dry
 - may not take off all marker/ink stains

We will be checking your chromebook for cleanliness/damages/missing items and we will be assessing fines as needed. Seniors will not be able to pick up their diploma packet until their chromebook is turned in and all fines/fees owed to the school are taken care of. (this includes sports fees, library fines, chromebook fines, missing uniform, etc.) Even if you do have fees/fines, YOU WILL PARTICIPATE IN ALL GRADUATION CEREMONIES!

If you don't pay your chromebook fees/fines on May 4, please bring your money or missing item to the HelpDesk in the library starting Monday, May 7. **We will only accept cash after May 1.** When returning your missing charger to the HelpDesk, please make sure the charger has a note with your name on it taped to it or just tape the receipt to the charger. If you or someone else turns in your charger without it being marked with your name, the fee cannot be removed from your account.

If you have any questions about chromebook roll-in, please visit the HelpDesk in the Library.

Thanks!

Webb City High School IT Department