



DAVID T. HOWARD MIDDLE SCHOOL

Technology Procedures and Expectations for Students

2022–2023

Students Are Expected To:

- Come to school with a charged Chromebook each day.
- Keep personal information (Username and PW) private.
- Ensure that they are the only person who logs in on their device.
- Keep their device in the case at all times.
- Maintain all labels and barcodes on their device.
- Report any damages to their teacher immediately.
- Keep food and drink away from their device.
- Follow the district's Responsible Use Procedures:
http://apsiterin.weebly.com/uploads/7/9/0/4/7904266/aps_technology_plan_appendix_d_j.pdf

Chromebook Repair and Replacement Procedures

- Students who need assistance with a Chromebook that is not working properly should visit **Ms. Neal** in the library **with a pass between 9:15 and 9:45**. Tech support will be provided **ONLY from 9:15 until 9:45 with a pass in Teachers.io**. Ms. Neal will direct students who arrive after 9:45 or without a pass back to class.
- You **MUST** get a pass from your teacher to get tech support. The pass **MUST** be in [Teachers.io](https://www.teachers.io) for "Technology." If you do not have a pass in Teachers.io, Ms. Neal will send you back to class.
- When Ms. Neal is absent, no tech support will be available.

Loaner Chromebook Procedures

- We have an **extremely limited** number of daily loaner devices (approximately 10). These devices are available on a first come, first served basis. When they are gone for the day, they are gone for the day.
- Students who need to sign out a loaner device should see **Ms. Neal** in the library **with a pass between 9:15 and 9:45**. Loaners will be issued **ONLY from 9:15 until 9:45 with a pass**. Ms. Neal will not issue loaners after 9:45 and will direct students who arrive after 9:45 or without a pass to class without a device.
- You **MUST** get a pass from your teacher to get a loaner device. The pass **MUST** be in [Teachers.io](https://www.teachers.io) for "Technology." If you do not have a pass in Teachers.io, you will not get a device.
- Students must return loaners to **Ms. Neal** in the library **by 4:05 on the same day**. Your teacher should allow you to leave class at 3:55 to return your loaner.
- If Ms. Neal is absent without a sub, no loaners will be issued.

Lost and Stolen Chromebooks

- Lost and stolen devices should be submitted via the link below, which is also available in the library GCR.
 - <https://docs.google.com/forms/d/e/1FAIpQLSdWp3giPOtosxGaOmQkNsoHSLaYPUNE7uhve5OLZKI71oRpJw/viewform>

Replacement Chromebook Cords

- We have a limited number of replacement cords that are reserved for students whose cords are broken or not working.
- If the cord is not working, students must return the non-working cord to get a replacement Chromebook cord. No replacement can be issued without the return of the non-working cord.
- Students who need a replacement cord should visit **Ms. Neal** in the library **with a pass between 9:15 and 9:45**. Replacement cords will be issued **ONLY from 9:15 until 9:45 with a pass**. Ms. Neal will not issue replacement cords after 9:45 or without a pass and will direct students who arrive after 9:45 or without a pass to class.