



DAVID T. HOWARD MIDDLE SCHOOL

Technology Procedures and Expectations for Students

Tech Support Hours: 9:05 a.m. to 9:35 a.m. in the library with a pass

Students Are Expected To:

- Come to school with a charged Chromebook each day.
- Ensure that their personal information remains private (Username and PW).
- Ensure that they are the **ONLY** person who logs in on their device.
- **Keep their device in the case at all times.**
- **Keep their device properly labeled with their name, grade, advisory teacher, and student ID at all times.**
- Report any damages to their teacher immediately.
- Keep food and drink away from their devices.
- Follow the district's Responsible Use Procedures.

SUPPORT FOR CHROMEBOOKS

Chromebook Repair and Replacement Procedures

- If you are having device issues, please first restart your computer and make sure it is fully charged.
- If you still need assistance, visit the library **with a pass between 9:05 and 9:35**.
- If your device needs to go out for repair, Ms. Neal will provide you with a loaner device. Loaner devices are prioritized for students whose devices are out for repair. Students who forget their devices may have to work with pencil and paper.

Lost and Stolen Chromebooks

- Lost and stolen devices should be reported via this [form](#). Do not come to the library to report a lost or stolen device. Staff will investigate and follow up with you. You must work with pencil and paper until the loss/theft is investigated and resolved.

Replacement Chromebook Cords

- You may request a replacement from Ms. Neal during Tech Time.

SUPPORT FOR SOFTWARE APPLICATIONS

- If you are having issues with logging into or using a software application (Microsoft, MyBackpack apps, etc.), please talk with your teacher.