

**Pelham Public Schools**  
**Chromebook Support Resources**  
**How Does a Student Receive a Loaner Chromebook**

**Background:**

If a student chooses not to participate in the Chromebook program and his/her teacher deems it necessary that a loaner Chromebook is needed for instructional purposes during a given lesson, please follow this procedure to procure a loaner. Please note: If a student is participating in the Chromebook program but fails to bring his/her device, they may not receive a loaner.

**Step 1:** Teacher writes out a pass for the student to go to room 116C in the High School (technology)

- a. Teachers should not send a student down during class if the student does not know his/her e-Chalk credentials (username and password). It will take approximately 15 minutes for Technology staff to address this and the student will miss valuable instructional time. If a student does not know his/her eChalk credentials, please write a pass for him/her to come to the Technology Office (room 116C) during independent reading time or a free period.

**Step 2:** Students request a Chromebook from 116C- Please note Technology Staff may be assisting others and may not be in the office

**Step 3:** Students check out the Chromebook using student ID's. Check-out information/Inventory is kept in Library World

**Step 4:** Technology staff informs student that they must bring the device back by the end of the day.

**Step 5:** Student returns Chromebook. Chromebook is scanned back into inventory system

**Notes:**

- *Availability of devices is not guaranteed. Teachers might consider laptops from carts, classroom desktops, and sharing devices as appropriate*
- *If a student fails to return the Chromebook by the end of the day, his/her Network, eChalk, and Portal accounts will be suspended- Principal may be contacted*
- *The District's Acceptable Use Policy will cover expectations of use by students on loaner Chromebooks.*