

# Chromebook Procedures

## When using Chromebooks in class, please:

- Pick up carts from the library (or your department). You may send 2 students.
- Do not allow students to have food or drinks near the Chromebooks.
- Keep Chromebook carts locked and keys in your possession when not in use.
- Verify that students have returned Chromebooks to the correct numbered slot in the correct cart, and have plugged in their Chromebook.
- Please notify Joe (call Leslie at x2027) of any WiFi connectivity problems.
- Please put a post-it on any Chromebooks that are damaged or not working properly (describe problem).
- Return cart(s), access point, key(s) to the library (or your dept.) by 3:30PM on the last day of check-out.

## Chromebook Check-out

Currently, there are 8 sets of Chromebooks (16 carts) on campus (we are scheduled to receive more shortly, at which time check-out procedures may be modified).

**If you are in the math, science or social science departments and wish to check-out Chromebooks, please check availability with your department Chromebook guru first:**

Math: John Wolski (Room 205)

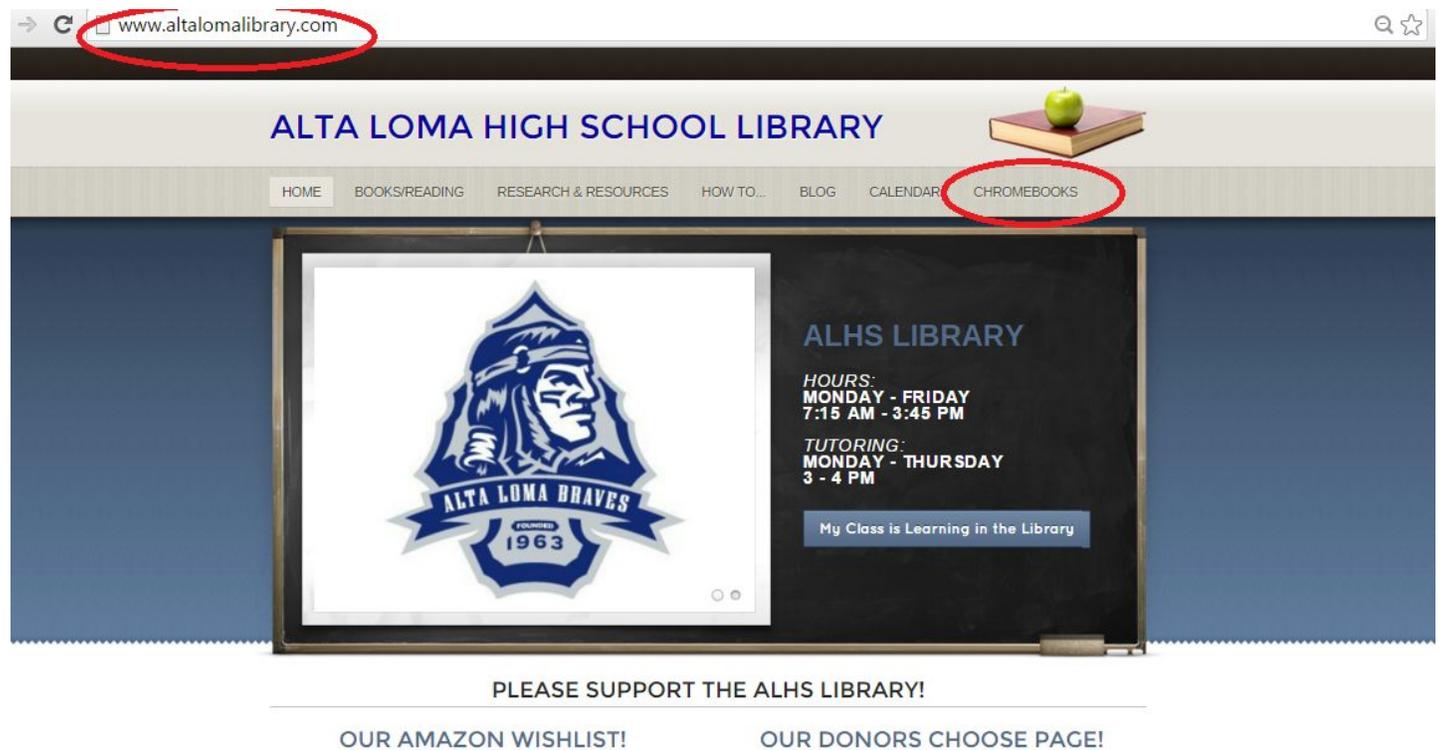
Science: Tom Green (Room 101)

Social Science: Liz Ramos (Room 39)

**If you are in the English department or any other department not listed above, OR you are in the math/science/social science departments but your department's Chromebooks are unavailable on the day you need them, please request Chromebooks through the library website.**

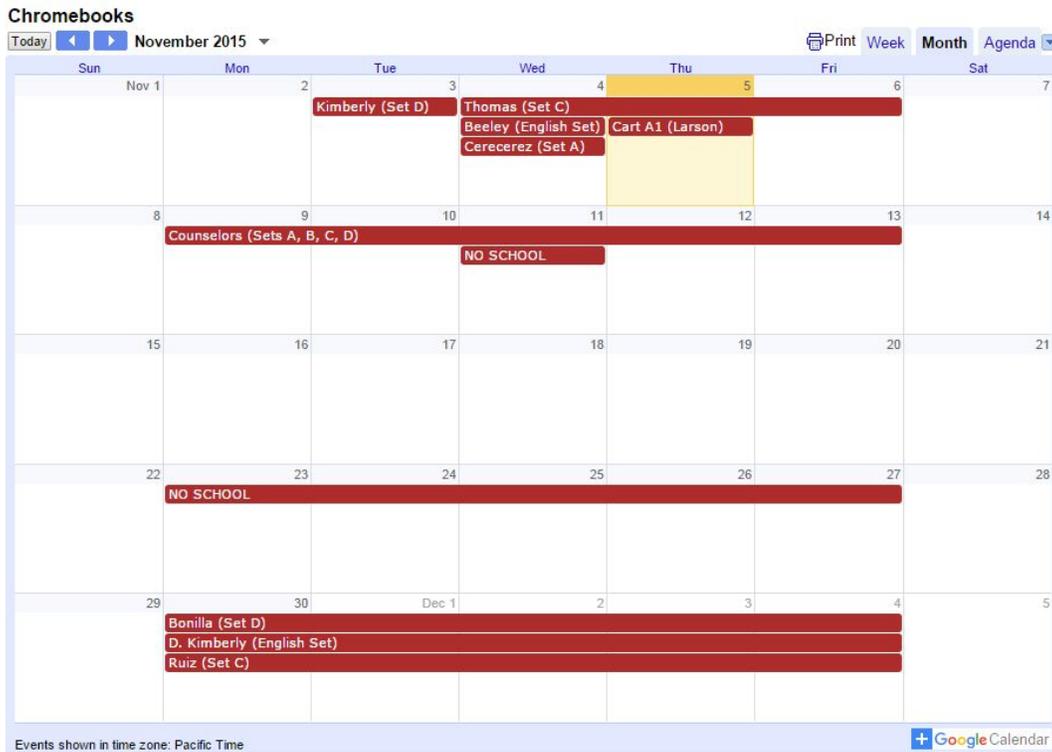
Go to [www.Altalomalibrary.com](http://www.Altalomalibrary.com)

Click on the Chromebooks tab



The screenshot shows a web browser window with the URL [www.altalomalibrary.com](http://www.altalomalibrary.com) in the address bar. The website header features the text "ALTA LOMA HIGH SCHOOL LIBRARY" and a navigation menu with the following items: HOME, BOOKS/READING, RESEARCH & RESOURCES, HOW TO..., BLOG, CALENDAR, and CHROMEBOOKS. The "CHROMEBOOKS" tab is circled in red. Below the navigation menu is a large graphic of a chalkboard. On the left side of the chalkboard is the logo for "ALTA LOMA BRAVES" featuring a Native American figure and the text "FOUNDED 1963". On the right side of the chalkboard, the text reads "ALHS LIBRARY" followed by "HOURS: MONDAY - FRIDAY 7:15 AM - 3:45 PM" and "TUTORING: MONDAY - THURSDAY 3 - 4 PM". Below the chalkboard, there is a button that says "My Class is Learning in the Library". At the bottom of the page, there are two links: "PLEASE SUPPORT THE ALHS LIBRARY!", "OUR AMAZON WISHLIST!", and "OUR DONORS CHOOSE PAGE!".

Check the calendar to see if any Chromebooks are available. We have Chromebooks Sets A, B, C, and D available for anyone to checkout. The English Set is only available to the English department.



If there are Chromebooks available, complete the Chromebook request form with the required information and submit.

### Chromebooks Request (for teachers)

Teachers: Please pick up and return Chromebook carts/keys to the library between 7:30 AM and 3:15 PM. Please return Chromebook carts on the last day of your reservation and not the next morning. Please verify that all Chromebooks are accounted for and plugged in. Please call x2065 or x2065 with any questions.

\* Required

**Name \***  
Your answer

**Email address \***  
Your answer

**Starting date \***  
MM DD  
/

**Ending date \***  
MM DD  
/

**Number of Carts \***  
each cart contains 19 or 20 Chromebooks

1

2

While you have the Chromebooks, is there a technology or research skill you would like taught to your class by your friendly teacher librarian (Jenny Thomas)?

Your answer

Any additional info/requests

Your answer

**SUBMIT**

Never submit passwords through Google Forms.

All form submissions are sent to me (Jenny Thomas), and I add them to the calendar as I get them. If there is a problem/conflict I will email you and let you know. You can also email me directly: [jennifer.thomas@cjuhsd.net](mailto:jennifer.thomas@cjuhsd.net) or call me at extension 2065.