

**We will begin the collection process Monday 4/19 during 6<sup>th</sup> hour.**

**Chromebook Collection Student responsibility (Please communicate this to your students)**

1. Ensure the device is free of any dust, debris, or smudges using only approved screen cleaners
2. Report any keyboard, screen, or other hardware issues to your teacher
3. Ensure the device is fully charged
4. Log out of your profile
5. Remove any personal cases, screen protectors, personal stickers, photos, or other peripherals (like a mouse USB)
6. Collect the power cord and wrap it neatly using the attached Velcro
7. Present the device along with power brick and power cable to your school for inspection and collection as instructed (you will need your student ID number for this step)