

## Chromebook Mobile Cart Borrowing Guidelines

### Carts to be housed in Library

1. Signing up -
  - a. Fill out a chromebook mobile cart agreement form with the required information (dates, lesson plan/UbD, room #, etc) Turn in to Tech.
  - b. Fill out sign out/sign in sheet.
  - c. Carts can only be borrowed for **1 week**
2. Transporting -
  - a. UNPLUG & double check that the cart is unplugged before transporting. Wind the cord up. Lock the cart with the key when moving the cart.
  - b. The carts are heavy so when wheeling down the hill or ramps hold on to the carts with strength
3. Charging of cart –
  - a. Plug in the cart during lunch and after school/overnight. Plug it into an outlet where people won't trip on the cord. We've had broken prongs due to the cord being pulled while being plugged in.
4. Logging on to Chromebooks –
  - a. Students use their own gmail account to login to chromebook
  - b. Default login -

Login: Graduating year first initial dot last name @ mules.k12.hi.us  
(ex: [16k.kaitoku@mules.k12.hi.us](mailto:16k.kaitoku@mules.k12.hi.us))

Password: 214 ar password

\*\* If there are students with same first letters of name, we needed to manually create account using more than just first initial. See tech for login.
5. Classroom management –
  - a. Assign students to chromebook by chromebook number so if there is damage to a chromebook you know who was using it.
  - b. Lock the wheels of the cart when students are taking out or putting back chromebooks from the cart.
  - c. Instruct students on proper way to carry chromebooks (2 hands). Make sure that each computer is handled with care
  - d. Place chromebooks on sturdy and flat surface
  - e. Make sure students log out at the end of the period
  - f. Chromebooks need to be put back in one of the slots
  - g. Check to see if all chromebooks are accounted for at the end of **EACH PERIOD**
  - h. Attach charger to each Chromebook during lunch and after school
6. Storing the mobile cart overnight –
  - a. LOCK cart with key and keep key in a safe place
  - b. Plug it into an outlet where people won't trip on the cord. We've had broken prongs due to the cord being pulled while being plugged in.
7. Accountability –
  - a. Make sure you have all 30 Chromebooks or the same amount the cart came with when you signed it out.
  - b. **Your Department will be charged for missing or damaged Chromebooks**
  - c. Notify Tech Department of any issues
8. Returning-
  - a. **UNPLUG** & double check that the cart is unplugged before transporting. Wind the cord up.
  - b. Lock the cart with the key when moving the cart.
  - c. The carts are heavy so when wheeling down the hill or ramps hold on to the carts with strength.
  - d. Return the cart as soon as you are done using it even if the week isn't done.
  - e. Complete the Sign-In/Out form indicating the chromebooks that had issues along with chromebook #.