

How Do Students Get a Chromebook? (For Staff Reference)

Step 1: Have the parent/guardian sign the Device Pledge located on the Parent Portal. If the parents don't know their username/password, have them email Mrs. Buffa in the Media Center office.

The Device Pledge (that must be signed by a parent/guardian) is placed in the parent portal at the start of each school year in the summer (usually in July). At that point, parents/guardians of students entering grades 6-12 will receive a Realtime notification twice a week until the start of school. Once school begins, the notifications are still sent once per week until the end of September.

Grade 6: Students should have the Device Pledge signed in order to utilize the labs and chromebook carts.

Grades 7 and 9: It is particularly important that students in grades 7 and 9 have the Device Pledge signed as early as possible so that a chromebook can be set up in advance and distributed on the Chromebook distribution days specifically for those grades. Otherwise, they will have to wait and put in a request.

Grades 7-12: If for any reason, a student in grades 7-12 does not have a device, as long as the Device Pledge is signed for the current school year and there are no outstanding fines, those students should go to the middle or high school page to request a device. Click on ***Need a School-Issued Device?*** under Quick Links on the left. Please note, only epps users can fill out this form.



New Students in Grades 7-12: When a new student arrives, it is extremely helpful if the parents could take a few minutes to see Mrs. Buffa, where she will provide the Device Pledge to be signed electronically in her office. Then, the request is generated the same day, and in most cases, the device is issued the same/next day.

Step 2: Once the parent/guardians have signed the online consent, the student needs to request a device by going to the middle or high school page to request a device. **This step is important as it notifies the technology department to set up a device for the student.** Click on ***Need a School-Issued Device?*** under Quick Links on the left. Please note, only epps users can fill out this form.

When the chromebook is ready, it is issued to the student by Mrs. Buffa in the Media Center office. She will call the student down to pick it up. **Do not** send students down to “see if it’s ready.”