

MULTIMEDIA SERVICES
Google Chromebook
Circulation Procedures/Instructor Pledge

The primary purpose of the Chromebooks is to support faculty in the classroom with instructional activities. The Chromebooks can be used in groups of 30 or 60. Chromebooks cannot be borrowed for use of individual faculty or employees.

Chromebook Responsibilities

- Chromebooks/charging cart(s)/cart keys will be stored in Multimedia Services in the Library. Instructors may check out Chromebooks and cart(s) if they agree to follow this procedure and they complete and sign-the Instructor Pledge Form (page 4) to be turned in to Multimedia Services.
- Multimedia has two (2) Chromebook charging carts (30 Chromebooks per cart) available for checkout to faculty.
 - Cart 1 - 30 Chromebooks can be reserved by instructors for regularly scheduled class(es) throughout the semester.
 - Cart 2 - 30 Chromebooks can be reserved a maximum of four (4) hours per check out and a maximum of four (4) times per semester.
- Charging carts will be issued fully charged at each check out.
- Multimedia Services is responsible for charging the cart(s) once they are returned.
- One key will be issued per cart. The cart key must be returned at the same time as the Chromebooks and charging cart.

Chromebook Responsibilities for Multimedia Services/ IT

- Multimedia Services will number each Chromebook and number each charging slot on the charging cart to facilitate storage and safety of the Chromebooks.
- IT will evaluate Chromebook problems to decide if immediate attention is needed, or if they will need to wait until the end of the semester to resolve Chromebook issues.
- IT will ensure that the Chromebooks have appropriate software updates once a semester during winter intersession and summer session.

Chromebook circulation procedures for Instructors

- Priority request for Chromebooks must be placed at least five (5) working days in advance through “Service Now” (<https://swccd.service-now.com/sp>)
- Priority requests for Chromebooks can be placed starting 1 week prior to the start of the semester.
- Request for 1 Cart of Chromebooks can be made for faculty non-instructional use or Professional Development after the 5 day priority request, if the Chromebooks are not reserved.
- Requestor must fill out the Instructor Pledge Form and bring to Multimedia Services at the time the cart/Chromebooks are picked up.

- Requestor must inspect equipment before leaving the Multimedia Checkout Desk.
- Carts/Chromebooks must be picked up and returned during Multimedia hours of operation. (Monday-Friday 7:00am-3:30pm & Monday-Thursday 5:15pm-9:30pm)
- Cart/Chromebooks must be picked up/returned by faculty requestor only.
- Chromebooks must be turned off before they are stored in their designated space inside the charging cart and are must be properly connected to the charging cable.
- Instructors will assign a numbered Chromebook to each of his/her students for the duration of the class.
- Instructor will review the Student Chromebook Agreement Form with the students. Students will be allowed to use Chromebook after completing and signing the Student Chromebook Agreement Form. Instructors will keep the Student Chromebook Agreement forms for their class during the semester.

Distribution of Chromebooks,

- The instructor will unlock charging station.
- After Chromebooks are distributed, instructor will lock charging station to safeguard the Chromebooks that were not checked out due to absences, number of Chromebooks exceeding number of students, etc.
- If a student must step out of the room, the instructor should recollect the Chromebook, unlock the charging cart, and place it into appropriate slot for charging, making sure to lock the charging station again. The instructor can opt to spend time checking out the Chromebook to the student who returns from this unscheduled break or not do so at the instructor's discretion.
- Instructor should allow for a minimum of fifteen (15) minutes to collect Chromebooks and check that every Chromebook is appropriately placed in its corresponding numbered slot and that is in fact properly connected in order to charge.
- Instructor must lock charging station at the end of the class session.

If Chromebook malfunctions or damaged

- In the event that a Chromebook malfunctions, has a technical problem or is damaged, faculty will inform Multimedia Services of the problem when returning the charging cart/Chromebooks.
- Multimedia Services will inform IT and they will subsequently evaluate the problem and establish whether or not they can provide immediate help or if they will need to wait until the intersession or summer session to resolve the issue.
- Malfunctions, technical problems, and damages to Chromebooks must be reported immediately to Multimedia Services.

If Chromebook is missing

- If a Chromebook is missing and not found during the class period, the instructor will immediately report the missing Chromebook SC [what does this stand for?] number to

the Southwestern College Police Department and Multimedia Services either in person or by email.

- The instructor will place a note in the storage slot of the charging station stating the date and time, in addition to the room number where the Chromebook went missing. The instructor will inform Multimedia Services of the day/time the College Police Department was contacted to know that missing Chromebook has been officially reported.
- Multimedia services will follow up with the Campus Police to receive a police report and file a claim with Risk Management.

Instructor Pledge Form

I, _____, (instructor's name) recognize I am to follow the **Google Chromebook circulation procedures** to the best of my ability. As such, I agree to assign a numbered Chromebook to every student in my class and to maintain an updated record of all Chromebooks assigned. Furthermore, I will go over the **Student Chromebook Agreement Form** with my students, complete the top section for every student (Student name, Chromebook number and student ID) and ensure that only students who have signed the Student Chromebook Agreement Form are able to use the Chromebooks. I will allot a minimum of one hour in class, to appropriately and carefully distribute, use and collect Chromebooks and verify that Chromebooks are properly connected to charge. I agree to lock the charging cart. I also agree to follow the procedures for reporting Chromebook problems so that IT/Multimedia Services is aware that there is a problem or issue with any Chromebook. I further agree to report any missing Chromebooks to the Southwestern College Police Department as soon as any Chromebook goes missing and to complete the steps in the procedures that should take place if a Chromebook goes missing. Finally, I recognize that some problems regarding Chromebook may not be resolved immediately as IT will evaluate problems and decide which problems to resolve right away and which they will resolve during the intersession and summer session. I agree to turn this pledge in to Multimedia Services when I check out the Chromebooks. They will distribute a key to the charging cart for me. I should return the charging cart key, cart and Chromebooks to Multimedia Services at the established return time. I will report any delays in the return of the Chromebooks to Multimedia Services within an hour of the established return time.

_____ (Instructor's signature)

_____ Date

Information for students regarding Chromebooks

Students must fill out a **Student Chromebook Agreement Form** before they can check out a Chromebook.

- Chromebooks are not allowed to leave the classroom for any reason.
- The checkout period for each Chromebook is during scheduled class hours.
- No food or drink is allowed next to Chromebooks while Chromebooks are in use.
- Do not carry your Chromebook with the screen open.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Student must bring own earphones for listening assignments.
- Students must log off all online accounts when they are done using Chromebook, but they should NOT log out of the Chromebook.
- Students should turn off the Chromebook before checking it in. They must not simply close the cover.
- Student will save his/her files in his/her flash or jump drives, Google Doc or other cloudbased server, or send them via an email attachment. All files will be erased after the Chromebook is returned.
- Instructor will distribute each Chromebook to appropriate student.
- Student will return Chromebook to the instructor at end of the class.
- If for some reason, students must step out of the room, they need to inform-the instructor. Instructor will recollect students' Chromebooks, store them appropriately and lock the cart. Students must not leave their Chromebook unattended for any reason.
- If a Chromebook malfunctions has technical problems or is damaged, student must inform instructor immediately.
- If student loses a Chromebook or if someone takes his/her Chromebook, he/she must inform instructor immediately.
- Any student or staff member who uses District resources illegally or intentional misconduct may be subject to disciplinary actions, revocation of access to the District network, and possible legal action. The District will review alleged violations of the Acceptable Use Policy on a case-by-case basis. (Administrative Procedure 3720) Failure to abide by these guidelines will result in revocation of privileges to use the Chromebook systems. Students may also be subject to disciplinary sanctions up to and including dismissal from the institution. (Southwestern Community College District Policy No. 5500 and Administrative Procedure 3720)

Student Chromebook Agreement Form

Instructor will complete three bullets below:

- Student Name: _____
 - Student ID: _____
 - Chromebook number assigned: _____
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Student will complete and sign agreement below:

I, _____, (student's name), in order to use a Chromebook, agree to abide by the following rules:

I will:

- Use the Chromebook in the classroom during class time
- Will follow instructor's instructions during checkout and check-in.
- Log off online accounts when I am done with Chromebook, but I will NOT log off the Chromebook.
- Turn off the Chromebook before I check it in.
- Inform my instructor if I have to leave class for any reason while we are using Chromebook.
- Report any Chromebook problems to my instructor immediately.
- Report a missing Chromebook to my instructor immediately.
- Save my work on a USB, a cloud-based server or send my work to my email.
- I will bring headphones or earbuds to class for listening activities.

I will NOT:

- Leave my Chromebook unattended.
- Just close the cover of my Chromebook. This is not the correct way to "turn off" the Chromebook.
- Take a Chromebook out of the classroom for any reason.
- Install or download software on the Chromebooks.
- Alter, delete, or copy any software loaded on the Chromebook.
- Have food or drink near my Chromebook.
- Carry my Chromebook with the screen open.
- Use sound unless my instructor gives me direction or permission.
- Use social media like Twitter, Pinterest, Instagram, Facebook, Tumblr etc. unless my instructor asks me to

I am aware that:

- Any student or staff member who uses District resources illegally or intentional misconduct may be subject to disciplinary actions, revocation of access to the District network, and possible legal action. The District will review alleged violations of the Acceptable Use Policy on a case-by-case basis. (Administrative Procedure 3720) Failure to abide by these guidelines will result in revocation of privileges to use the Chromebook. Students may also be subject to disciplinary sanctions up to and including dismissal from the institution (Southwestern Community College District Policy No. 5500 and Administrative Procedure 3720)

_____ (Student's signature)

Phone: _____ Email: _____

