

## 5th Grade Teacher - End of Year Chromebook Checklist

When: Last Two Weeks of School

- Have students clean Chromebooks (with the solution & rags provided by the technician)
  - Wipe with clean microfiber rag with solution provided by Tech.
  - Remove any Non BPS sticker/labels
  - Check for any Physical Damage (broken plastics, screen, power adapter, cords)
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- Teacher reports any physically damaged or non-functioning Chromebooks on the Chromebook Repair Form (link coming soon)
- Students bring the Chromebooks & CHARGERS to the designated collection area
  - \*\* set aside & put a sticky note on any additional damaged devices not reported earlier \*\*
- Prepare, clean, and organize your Chromebook charging area for next year's Chromebooks (and/or for summer school use)
- Report any damage and quantity overages and or shortages to building technician