

Chromebook Lending Distribution Plan

To facilitate the distribution of Chromebooks to students who need them, the Baker County School District has provided the following information. If you need a Chromebook for your student, please carefully follow the process below to ensure a safe and controlled pickup process:

- Carefully **read the information to know** below before you arrive at your child's school.
- Upon arriving at the school, be prepared to wait. **Please stay in your car.** A school employee will come to your vehicle. To keep track of who is receiving each Chromebook, the checkout process takes time.

Information to know before you come to the school:

1. **If your children have computer access at home, please do not check out a school Chromebook.** Our process for lending school Chromebooks is meant for students who have no other access to technology.
2. **What to bring:**
 - a. Students do not have to be present to receive a Chromebook.
 - b. The parent, guardian, or designated person on the student's information (yellow) card must present a driver's license for identification purposes. This individual will sign a Chromebook check out form accepting the financial liability of up to \$250 if the Chromebook is either damaged or not returned at the end of the distance learning educational period. Parents will be notified when the Chromebooks should be returned to the school.
3. **As previously stated, families will be financially liable (up to \$250) if the Chromebook is damaged or not returned.**
4. The Chromebook agreement that parents will be asked to sign may be previewed [here](#).
5. If you have children that attend different schools in the district, **you may only check out a Chromebook from the student's school of enrollment.**

Information about the checkout process:

For safety, traffic control, social distancing and many other factors, we request you adhere to the following schedule.

- Schools will be open for parents to check out Chromebooks on **Wednesday, April 1, from 8:30 AM to 2:30 PM.**
- Upon arriving at the school, **please stay in your car.** School employees will come to your vehicle to check out the device to you.
- Parents are requested to check out the Chromebook devices on Wednesday, April 1; however, cars not at the school by 2:30 PM on April 1 will need to return on Thursday, April 2. The hours for the checkout of a Chromebook on April 2 are from 9:00 AM to noon.

Reminders:

- Upon arriving at the school, be prepared to wait. **Please stay in your car.** A school employee will come to your vehicle. To keep track of who is receiving each Chromebook, the checkout process takes time.
- If the Chromebook is damaged or destroyed, a replacement device will not be provided.