

Chromebook Cleaning and Return Procedure - - Procedure Execution Time = 5 minutes

Obtain 1 or 2 hand plastic glove - IF needed - due to concern about contact with Lysol Wipe

Obtain 1 wipe from Lysol Wipe Dispenser

Obtain 1 paper towel (second paper towel only if needed)

- Remove case
- Open Chromebook
- TURN OFF Chromebook – AS NEEDED THROUGHOUT PROCEDURE
- Wipe Screen
- Wipe Keyboard
- Close Chromebook
- Wipe Chromebook Exterior top
- Wipe Chromebook Exterior bottom
- Open Chromebook - let sit open for 2 minutes - CHECK CLOCK TIME

While waiting 2 minutes

- Wipe Power Adapter and cords
- Wrap power adapter cables as directed (see picture on side of collection box)

After 2 minutes – continue

- Towel Dry Screen
- Towel Dry Keyboard
- Close Chromebook
- Towel Dry Chromebook top
- Towel Dry Chromebook Bottom

Do Not Dry Chromebook case

- Put Chromebook back in protective case

Take Chromebook and power adapter – charger to teacher for Return List Checkoff

Tell Teacher of any damage to Chromebook

Place Chromebook in Chromebook Collection Box

Place Power Adapter in Power Adapter Collection Box

Suggested Teacher Supervision Procedure

- Chromebook Cleaning by Students and Collection of Chromebooks

Chromebook Cleaning Supplies and Collection Boxes will be delivered to your homeroom

Cleaning supplies consist of - A dispenser of Lysol Cleaning Wipes , an allotment of paper towels, and an allotment of plastic gloves

These supplies have been calculated to be adequate for your homeroom procedure.

Please control the usage by students. If the student requests plastic gloves in relation to exposure to the Lysol wipes please direct that only 2 should be used. The cleaning procedure should only require 1 Lysol Wipe. The cleaning procedure should only require 1 drying towel.

After homeroom Chromebook Cleaning please keep any Lysol Wipes and paper towels that may be left over for your homeroom use. Please return the plastic bag with extra gloves in it – in a Chromebook collection box.

Please ask for the Chromebook to be opened and inspect the screen and keyboard for damage before checking off the Return List form.

Please indicate on the Chromebook Return Checklist which Chromebooks were NOT cleaned with a check mark in the right hand margin.

Suggested Chromebook and power Adapter Collection Boxes Packing

Please note the labels that should reflect your homeroom location on the boxes.

Please note the count field that needs completed once box is filled.

The boxes have been sized to accommodate a homeroom collection quantity.

When placing the Chromebooks in the box please put them on an edge –

Either the long edge or the short edge.

IF you have boxes that are larger – PLEASE do not over fill a box because it is larger –

The boxes you have received are meant to carry 1 layer of Chromebooks on edge.

The box you received for Power Adapters should be arranged to hold the homeroom quantity.

Please request that your homeroom students watch the cleaning procedure video on their chromebooks before starting to clean or wrap their power adapters for return.

Please email any questions concerning these procedures to Mario.

Please view the **“Chromebook Cleaning and Collection Video”** - it can be found on the Teacher and Student Portals Pages – as a demonstration of **Chromebook Cleaning and Collection Technique**.

Don’t miss this must see video! Voted **“Best Silent Video Production of the Year”**

– produced by the DSD Tech Institute.

Reviews 😊

“Stunning . . . “ - DHS Video Review Board

“Enthralling and effortlessly relevant . . . “- DJH Video Productions Directors Guild

“Strong performances push the story along” - DSD Cinematic Institute

“Movingly understated and beautifully acted.” - DSD Actors Guild

See it Here !!

<https://youtu.be/EhJTkQnQB3I>