

SIUFSD Loaner/Repair Device Procedures

- Teacher will contact Mr. Stanzione/Mr Brigham for a student to sign out a loaner.
 - Student will head to tech support room.
 - Student will fill out the signout form in the tech support room.
 - A fully charged device will be issued and connected to their account (No charger will be issued)
 - The device will only be able to be logged onto by that student until 245pm at which point it will be disabled
 - The student school issued device (or school google account if using a BYOD device) will be disabled if the loaner is not returned by 245pm in Mr Brigham's room
 - Once returned, the loaner will be disinfected and returned to the loaner fleet and original device/account reactivated. No loaners will go home.
 - Each checkout should take approx 3 minutes.
 - If a student does not have a charger, charging will be available by leaving their device in Mr. Stanzione's room only. No loaner chargers will be issued. Students should bring their chargers to school or borrow one from a classmate if they do not want to take a loaner chromebook.
- Damaged device
- All student devices have complete care warranties. If a student device is broken they can return it to the IT support team and they will be issued a loaner until their device is repaired. Lost or stolen devices will be dealt with on a case by case basis.