

IHS ChromeBook Distribution Plan

Plan of action:

Principal will send Robocall messages (in multiple languages) to inform students and parents of the distribution dates, (Thursday, April 30 & Friday, May 1). Information will be made available for students on each grade level cohort Google Classroom pages.

Cones will be marked at six feet apart to enforce social distancing mandates.

Personnel: Administrators, Custodians, Secretaries, Security

Location: Irvington High School, Front Doors (Doors 1(right side) and Door 3(left side))

2 Tables and 4 chairs should be set up.

Parent/Guardian/Student must provide valid ID, sign contract, receive chromebook & power charging cord

Door 1 (Grades 9 & 10) and Door 3 (Grades 11 & 12)

Photocopies of the Chromebook user agreement contract for parents/guardians will be made available.

Once the serial number is recorded and parent/guardian signs contract, (distributor will indicate on prepared digital sheet) parent will be informed to go to the district website to seek information on the following:

- How to use the chromebooks
- Help getting 'home' internet
- How to access forms to complete if the chromebook is damaged
- Access to the online chromebook agreement
- Distance learning tips for students