

## Chromebook Deployment Schedule and Requirements

TUESDAY, AUGUST 11	4:00 PM-6:00 PM
THURSDAY, AUGUST 13	4:00 PM-6:00 PM
WEDNESDAY, AUGUST 19	4:00 PM-6:00 PM

In order to receive your Chromebook, you must have a device agreement form with a parent signature. A student CANNOT receive a Chromebook without this form. If this agreement has not already been completed, we will have a paper copy for you to complete. Again, a parent signature is required.

### PROCEDURES FOR CHROMEBOOK PICK-UP

1. To keep down the amount of traffic in the building, a student may have one parent with them. **Please have a photo ID with you.**
2. All visitors must wear a mask for the entirety of the visit.
3. Temperature checks will be conducted as well for each visitor.
4. Please use the main entrance and report to the cafeteria first. Here you will need to complete the following items:
  - Student Medical Profile
  - Student Media Release
  - Free and Reduced Lunch Application (if applicable)
  - Parking Permit Form (if applicable)
  - Technology Agreement if you haven't completed it online
  - Acknowledge receipt of 2020-21 KHS Student Handbook/Agenda
5. Once you have completed your paperwork, you will then use the back hallway by the gym to go to the library to receive your Chromebook. You will also be able to reset a student password in case you have forgotten your username and password. **\*\*This can only be done on a Knox County network. A password cannot be reset at home.** Please be sure you know your login information. This is important for virtual and in person learning.
6. Once you have received your Chromebook, you will exit out the front library entrance.
7. Please use the exit door by the front stairwell to go back to the parking lot.
8. We will have staff support to help visitors during this time.

\*\*\*If you still have a Chromebook from this summer, you need to bring this back to the school on the day that you are scheduled.