

# West Central CSD

## Return to Learn/Work

### Plan of Action 2021-2022

Purpose: To provide the maximum of protection for our students, staff and community while meeting their learning needs.

As a district, West Central understands that many of the federal and state guidelines leave many areas of protection open to question. At times, federal and state guidance may appear to be in conflict with one another. West Central Community School District will strive to meet the guidance we are given. When there is perceived conflict between federal and state guidance, West Central reserves the right to choose the guidance that best meets the needs of its students, staff and community.

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### **Universal On-Site Procedures**

#### **Health and Safety**

- Students and Staff are to self check for symptoms each day
- Stay home if you have had direct exposure to COVID-19 and have not received a vaccine.
- Stay home if you have the following symptoms (without medication for 24 hours):
  - Fever of 100.3 or chills
  - Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle aches or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Students identified with symptoms during the school day will be isolated in the superintendent conference room until parents pick them up; building principals will use the conference room or designated area for potential overflow of sick students. Students will either stay at home in isolation for 10 days or parents will have their student(s) tested 5 days after the presentation of symptoms for COVID-19 and allow the district access to the test results.
- Face masks or shields are recommended for all staff in the school building when social distancing is not possible (less than 6 feet apart) unless medical documentation has been provided.
- Face masks or face shields are recommended for all students in the school building (*preschool and older*) when social distancing is not possible (less than 6 feet apart) unless medical documentation has been provided.
- Face masks or face shields are recommended for all visitors in the school building when social distancing is not possible (less than 6 feet apart) unless medical documentation has been provided.
- Regular cleaning procedures will take place daily throughout the school buildings. Additional daily disinfecting will be completed in high traffic areas.
  - Cleaning checklists for each classroom will be completed everyday
- Handwashing and sanitizing will be emphasized throughout the day and between classes.

### **Social - Emotional Learning (SEL)**

- Students will have access to school counseling services during in-person traditional learning, hybrid model learning, or in the event of online continuous learning. Students and families can request to meet with a school counselor by completing an online referral form which can be found on the school website.
- Social-emotional learning lessons aligned with the CASEL standards will be taught to strengthen student resiliency, ability to manage stress, and to develop healthy coping skills. Resources on these topics will also be available to guardians.
- Students and families can access a list of counseling services in the surrounding area on the school website or request a paper copy from the main office. If a student or family is needing assistance with a referral for outside mental health counseling, please contact Mr. Molumby, Mrs. Cobie-Nuss, or Mr. Milder for additional support.

- Students and families can receive emotional support during a crisis event by utilizing these free crisis resources:
  - Call 1-800-273-8255 for free and confidential emotional support offered 24/7
  - Text HOME to 741741 to utilize the Crisis Text Line. The Crisis Text Line serves anyone, in any type of crisis and provides free 24/7 support through text messaging.
  - Visit [www.iowacrisischat.org](http://www.iowacrisischat.org) to chat confidentially online for free with a trained crisis response volunteer.
- Students and families can access a list of community resources for basic needs such as clothing, food insecurity, or homelessness/shelter assistance on the school website or request a paper copy from the main office. If a student or family is needing further assistance to obtain resources to meet basic needs, please contact Mr. Molumby, Mrs. Cobie-Nuss, or Mr. Milder for additional support.
- To aid in the felt safety and emotional wellbeing of our students, we are offering an online bullying report form that students can utilize to report potential bullying or cyberbullying situations. This form can be found on the school website.
- For additional support with mental health, emotional wellbeing, behavioral health, or basic needs you can reach out by email to Mr. Molumby ([mmolumby@wc.k12.ia.us](mailto:mmolumby@wc.k12.ia.us)), Mrs. Cobie-Nuss ([acobie-nuss@wc.k12.ia.us](mailto:acobie-nuss@wc.k12.ia.us)) or Mr. Milder ([smilder@wc.k12.ia.us](mailto:smilder@wc.k12.ia.us)) or reach us by phone at 563-637-2283.

### **In the event of an extended School Closure Make-up/Remediation Procedures**

- Missing skills and concepts will be taught and addressed by teachers when needed to support student grade level learning.
- The first two weeks of school will consist of a “Return to Learn Orientation,” focusing on the following:
  - Recovery - Staff will spend time building relationships with students, evaluating their behavioral health, letting them become comfortable with their peers again, and telling their stories of this historic time.
  - Initial Assessment - Teachers will use historical data, diagnostic screeners, and district created assessments to pre-assess where students are entering the school year with their learning.
  - Onboarding - There are new digital expectations and requirements of our students. This time will be utilized for practicing new procedures, learning from home in a digital environment, communicating using digital platforms, and preparing to learn from a Learning Management System (SeeSaw for elementary and Google Classroom for Secondary).

### **Transportation - In the event of further outbreaks**

- Assigned seating on school buses with family members sitting together.
- The seat behind the driver is to be empty per DE Guidance.
- Masks for students will be required.
- School Buses will be sprayed with disinfectant twice daily after each bus route.

- It is encouraged that families, if able, pick up and drop off their children to and from school to reduce bus riders.

### **Food Service - In the event of further outbreaks**

- Assigned seating at lunch with identified “pods” of students separated by 6 feet in order to assist in contact tracing in the event of a positive COVID case.
  - Cafeteria tables will be spaced at maximum levels to decrease contact between “pods” of students.
- The salad bar will no longer be offered but additional items will be provided on the lunch line. Pre-ordered, pre-made items will be offered as well.

### **Classroom Procedures - In event of further outbreaks**

- Assigned seating in classrooms with identified “pods” of students separated by 6 feet in order to assist in contact tracing in the event of a positive COVID case.
  - Classroom desks will be spaced at maximum levels to decrease contact between “pods” of students.
- Minimize mixing of student sections in PS-8th grade.
- PS-5th grade students should limit hallway passing time to one section at a time when possible.
- No large group assemblies where social distancing is not possible.
- Elementary classrooms within each grade will rotate through zones on the playground to eliminate mixing during recess and social time when possible.
- Water fountains will be shut off during the school day with only water bottle fillers in operation. Students will need to have water bottles in order to have access to drinks throughout the day.

### **Parent Procedures/Illness**

- Parents are responsible for providing a secondary pickup person within 20 minutes of being contacted by the school if the primary pickup person is not able to make it to school within that time frame.
- Daily student medications should be administered in the building offices.

### **In the event of further outbreaks Face Covering and Mask Guidance**

- The CDC recommends individuals wear a "face covering." "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of academic need, can include a plastic face shield that covers the nose and

mouth. "Face coverings" may be factory-made, sewn by hand, or procured from a health representative. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings. While in the school building the "face coverings" should not be improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. Masks are not to be traded or tried on by other people.

#### Face Mask Requirements:

- Face masks are required for all staff in the school building when social distancing is not possible (less than 6 feet apart) unless medical documentation has been provided.
- Face masks are required for all students in the school building (*preschool and older*) when social distancing is not possible (less than 6 feet apart) unless medical documentation has been provided.
- Face masks are required for all visitors in the school building when social distancing is not possible (less than 6 feet apart) unless medical documentation has been provided.
- Face shields can be worn at any time. As soon as you become closer than six feet, you will be required to wear a mask.
- Masks aren't meant to be shared or traded, even temporarily.

#### Under what circumstances may students remove their face coverings (e.g. masks and face shields)?

- Schools may allow students to remove their face coverings when students are:
  - Eating or drinking when spaced at least 6 feet apart;
  - Seated at desks or assigned work spaces at least 6 feet apart; or
  - Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.).
- Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear a mask or face shield. This is contingent upon the receipt of a doctor's note given to the main office/school nurse. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.
- Health and Safety Plans must reflect the best health information that is provided at the federal and state level along with CDC and local health information. Understanding the volatility and uncertainty of the COVID-19 virus, plans should be flexible enough to contemplate any future change in conditions.

## **In the event of further COVID outbreaks the Procedures for Staff and Student Absences**

- Staff who are unable to work on-site due to a medically identified reason, but are able to work from home will work with the building principal or supervisor to find ways to work remotely. This will require a note from a licensed medical doctor.
  - Teachers- MS/HS connect with the classroom via Zoom; Elementary - additional supports may be needed within the class (via para or sub) as the teacher provides Zoom instruction. Any variances in the work schedule will be pre-approved by the employee's supervisor.
  - Paraeducators- 1:1 para - duties may be exchanged with another para to provide on-site support. Any variances in the work schedule will be pre-approved by the employee's supervisor.
  - Secretaries- Perform duties as able; on-site receptionist duties supplemented with sub. Any variances in the work schedule will be pre-approved by the employee's supervisor.
  - Custodians- Remote work will not be available to custodians based upon the requirements of the position.
  - Bus Drivers- Remote work will not be available to bus drivers based upon the requirements of the position.
  - Food Service- Remote work will not be available to food service based upon the requirements of the position.
  - Central Office Staff- Remote working will be available to central office staff (business office, technology director, superintendent's office). Staff will be expected to keep regular work schedules while working remotely. Any variances in the work schedule will be pre-approved by the employee's supervisor.
  - Administrators- Remote working will be available to administrators. Staff will be expected to keep regular work schedules while working remotely. Any variances in the work schedule will be pre-approved by the employee's supervisor.
  - Other Staff (Counselors, At Risk, Connectors, Nurse) - Remote working will be available to other staff. Staff will be expected to keep regular work schedules while working remotely. Any variances in the work schedule will be pre-approved by the employee's supervisor.
- Students who are unable to attend on-site due to concerns with potential COVID exposure will need to contact the building principal to discuss arrangements for remote learning.

**In the event of further outbreaks Hybrid Model Guidance may be implemented at the discretion of the school district, otherwise a 100% In-person learning model will be implemented**

- The hybrid model plans detailed below are fluid and subject to change pending future guidance from the Department of Education and Public Health Departments. These models are outlined to provide potential guidance on how we may proceed if a hybrid model is needed in the future.
  - **Hybrid Model with Minimal Off-site Learning**
    - In the event that a small percentage of students are not able to attend on-site learning, the school will provide remote access to the instruction through Google Classroom, APEX, Zoom, Seesaw, or other methods of video conferencing and remote learning.
    - This hybrid model consists of a four day in person model with one day remote and integrates foundational on-site learning components and provides additional time for deep cleaning and responding to the needs of both in-person and virtual learners. The model will look like:
      - ❖ Monday-Tuesday & Thursday-Friday: On-Site Instruction (students attend in-person)
      - ❖ Wednesdays: Continuous Learning (students attend school virtually from home while teachers are working from school. Specific duties are outlined below.)
    - Students in 1st-12th grade will be provided with their own Chromebook device in order to access remote instruction.
      - Students in grades PS-12 grade who are unable to attend on-site instruction will work with the principal to ensure access is provided if necessary.
      - Students who are not able to attend on-site instruction will be provided packet work while absent.
      - Remote learning will be provided in a synchronous model (instruction remotely conducted at the same time as on-site instruction) for core content and asynchronous activities to support additional learning and additional content areas. In the event that this is not possible, the student will work with the teacher to provide alternative options. Class assignments may be modified to accommodate remote learning.
      - Special education/ELL students may be allowed the opportunity for on-site access if dictated by the special education team.
  - **Hybrid Model with Only PS-5th On-Site**
    - In the event of a significant number of cases within the middle school or high school level, the district may consider providing 100% remote learning to 6th-12th grade students while PS-5th grade students attend on-site.
    - 6th-12th grade students are all issued a Chromebook device. In the event of limited wi-fi access in the home, the district has a number of mobile hotspots available for families.

- Depending on the circumstances, the district could provide limited on-site access to students for lab-based work that could not be completed remotely.
- **Hybrid Model with Significant Off-Site Learning**
  - In the event of a significant number of students requiring off-site learning, the building principal will explore the possibility of providing a full section of remote learners to be taught by a specific instructor. This option will depend on the balance of off-site and on-site learners and available staff.

**In the event of further outbreaks the 100% Remote Learning (a.k.a. Continuous Learning) may be implemented, otherwise a 100% In-person learning model will be implemented**

- In the event of a school-wide closure, students in PS-12th grade will be provided with required remote learning for the extent of the school closure.
  - **District-wide Remote Learning Protocols**
    - Attendance- Students will be expected to attend classes remotely as scheduled by their teacher. Attendance will be taken daily and expectations will be set by each building level. Truancy protocol will be followed.
    - Grading- Work completed during the period of remote learning will be assessed and applied to the student's grade for the course/subject matter.
    - Food Service- The district will activate its summer meal plan in the event of a school closure. Details on sign-up and delivery will be sent to all families.
    - IEP/504/ELL Supports- Students will be provided the supports outlined in their individual or district-wide plan. Small group zoom meetings will be conducted in consultation with special education teachers and paraeducators.
    - Classroom Assessments will take place in an environment with limited teacher controls (text messaging, etc.)
  - **High School Remote Learning**
    - Attendance - Taken daily and required. Classes will be recorded and posted.
    - Grading - High School Grading Scale



- Assessment - Teachers will utilize ways to assess students knowing students will have access to resources that would not be allowed in a typical classroom setting.
- Schedule - Regular schedule will be followed - possibly abbreviated
- Learning Platforms - Zoom, Google Classroom, APEX
- **Middle School Remote Learning**
  - Attendance - Taken daily and required. Classes will be recorded and posted to allow student flexibility. Please remember learning is no longer voluntary but required.
  - Grading - Middle School Grading Scale
  - Assessment - Assessment will take place in an environment with limited teacher controls (text messaging, etc.)
  - Schedule - Regular schedule will be followed - possibly abbreviated
  - Learning Platforms - Zoom/Google Classroom/APEX
- **Elementary School Remote Learning**
  - Attendance - Will be taken daily (exit tickets, responses, etc)
  - Grading - Same as onsite
  - Schedule - (flexible schedule available, may be recorded lessons)
  - Learning Platforms - Zoom, Google Classroom, BrainPop, SeeSaw

## **Communication**

- The District Administration/Leadership Team will make the determination of information that is shared and with whom it is shared with.
  - Social Media
    - The school will utilize Thrillshare through Apptegy to share **general** information deemed necessary for all readers.
    - All posts will be placed on the newsfeed on the school website, the West Central Facebook page, and twitter using Thrillshare.
    - The Superintendent, and/or PK-12 Principal, and/or Guidance, and/or Dean of Students will be tasked to determine what will be shared through social media.
  - Students
    - Will be sent through the school email system and through JMC.
      - General Information could also be shared through social media, text messaging, or automated phone calls.
    - Students in grades 6-12 will be expected to check email on a daily basis.
  - Parents
    - All Primary Contacts will be added to a school communication through JMC, with parents being able to opt-out at registration or at an alternate time.

- Communication with specific parents will be by the following means, depending on the circumstances:
  - Phone (Automated)
  - Text Message
  - Email.
- General information appropriate for all parents will be shared through a combination of JMC Communication, Social Media, Text or automated phone calls.
- Community
  - Communication will be shared through the following means:
    - Facebook
    - School Website
    - Twitter

## **West Central Community School District - 1:1 Chromebooks**

### **Technology Vision Statement**

The vision of the West Central CSD is for technology to be a seamless, transparent part of the educational environment, a tool that's used to enhance a student's ability to learn. Graduates of the West Central CSD will be able to successfully adapt to an ever-changing global society by being able to select the appropriate technology for the task and apply it.

### **Receiving Your Chromebook:**

Chromebooks will be distributed prior to the beginning of the semester. ***Parents & Students must sign and return the 1:1 Chromebook Agreement before the Chromebook can be issued to their child.***

### **Training:**

Students will be trained on how to use the Chromebook by their teacher. Training documents and videos will be available online for students to refer to when needed.

### **Return:**

Student Chromebooks and accessories (sleeve) will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of the School District of West Central will be required to return his/her Chromebook and accessories.

### **Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the designated school person. If a loaner Chromebook is needed, one will be issued to the student until the Chromebook can be repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in the issued padded sleeve or case in a backpack or bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

### **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **Using Your Chromebook**

#### **At School:**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

#### **At Home:**

All students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.

**Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The use of individual headphones/earbuds is encouraged and used at the discretion of the school teacher.

**Printing:**

Printing functionality will not be available at school. Teaching strategies will facilitate digital copies of homework.

**Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

**Personalizing the Chromebook:**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of The West Central CSD.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow West Central's Acceptable Use Policy.

**Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

**Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

**Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by the West Central School District.

**Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on a USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

**Protecting & Storing Your Chromebook:**

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

**Chromebooks can be identified in the following ways:**

- Record of serial number and West Central CSD asset tag
- Individual’s Google Account username

***Under no circumstances are students to modify, remove, or destroy identification labels.***

## **Storing Your Chromebook:**

Nothing should be placed on top of the Chromebook, when stored. The Chromebooks should be properly stored in the school provided carrying case.

- Students need to take their Chromebook home with them every night.
- The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours.
- The Chromebook should be charged fully each night at the student's home.
- Chromebooks should never be stored in a vehicle.

## **Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

## **Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, media center, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Repeated offences for leaving a Chromebook in an unsupervised location may result in disciplinary action.

## **Repairing or Replacing Your Chromebook:**

### **Chromebooks Undergoing Repair:**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

If a Chromebook becomes defective (at no fault of the student) after the initial warranty expires, The West Central CSD will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

**Intentional Misuse or Abuse:**

The West Central CSD will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

**Chromebook Technical Support:**

Mr. Heinemeyer will be the first point of contact for repair of the Chromebooks. Services provided by Mr. Heinemeyer include:

- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates