



EBRPSS Chromebook Distribution Emergency Plan

Device Assignment & Check-out

To effectively track school issued Chromebooks, all devices should be checked out to students through the Destiny Resource Manager (DRM) portal. Users can access the platform [here](#).

Please Note: Schools that do not have access to DRM (i.e. Delmont and Southdowns PreK) should use their provided spreadsheet to track device assignment.

Schools should also label student issued Chromebooks and chargers with the student's full name and student ID number. This measure will serve as a secondary identifier for assigned devices. Helpful tip for deployment: Schools can use colorful electrical tape to mark chargers by grade band or homeroom teacher.

To fully prepare Chromebooks for deployment in the event of an emergency, schools should remove all Chromebook chargers. For additional assistance on how to remove chargers from the Chromebook carts, schools should follow the instructions in the following videos: [Tripp-Lite Charger Removal](#) and [Lock-n-Charge Charger Removal](#).

Emergency Distribution Plan *(in the event students are not at school at the time of distribution)*

Schools should follow the guidance provided above and incorporate one of the distribution processes listed below:

1. Drive through Chromebook pickup
2. Convene in one large general location on campus

To assist with the flow of distribution, schools should assign times for students to arrive and pick up their devices (i.e. organize by last name - all students A-M, N-Z).

Device Usage

For tracking and accountability purposes, students should use EBR devices and **not** personal devices to sign in and complete daily assignments. All students should use Clever when attempting to access any educational platforms assigned to them. For assistance with how to access the Clever portal, follow the instructions in [this video](#).

Elementary Sites : PreK-5th grade students should be provided with their Clever badge prior to leaving with their Chromebook. The Clever badge will allow students to easily log into their Chromebooks and access assigned work for the day. To retrieve the student's Clever badge, follow the instructions within [this video](#).

Technical Issues

In the event that students are having technical difficulties with their Chromebooks, students should alert their homeroom teacher of the issue. Then, students or parents should submit a [helpdesk ticket](#) to receive technical assistance. For assistance with how to use the helpdesk system platform, users can view [this video](#) for support.