

## Chromebook Missing or Lost

### **Students, please follow these steps to locate your missing Chromebook:**

1. Check your backpack and locker, pull everything out in many cases it gets stuck in binder or book. *If still no luck, move to step 2.*
2. Let every teacher you have know that your Chromebook is missing or lost. Your teachers will scan their rooms and keep an eye out for it. Teachers will have all students make sure they have the Chromebook assigned to them. *If still no luck, move to step 3.*
3. Make sure you search at home too, sometimes we think we brought something but accidentally left it home. *If still no luck, move to step 4.*
4. If you still cannot locate after all the above steps have been completed. Have one of your teachers enter a Qware ticket so IT Department is aware it is missing. Make sure you tell your teacher the date you noticed it was missing and time. The more information you can provide will help us in the search.