Wireless Laptop Cart Procedures

Requirements for Use:

- All users must have signed an Acceptable Use Policy.
- Laptop carts may only be checked out by active school faculty and staff.
- Keep laptops connected to the cart when not in use.
- Laptop equipment is available for **on-campus use** only.
- Laptops must be checked out as a unit. Laptops cannot be checked out individually.
- Keep the power supplies plugged into the cart. Use the extra power supplies provided, if needed.

Reservation Procedure:

- Laptop carts can be checked out from the [LOCATION].
- Checkout will be on a first-come, first-served basis.
- [SCHOOL WILL NEED TO SET THEIR OWN PROCEDURE FOR HOW TO RESERVE THE CART, HOW LONG IT CAN BE CHECKED OUT, AND THE PROCEDURE FOR MOVING IT TO AND FROM THE CLASSROOM.]

Return Procedure:

- Shut down the laptops properly. (Start – Shut Down)
- Plug the laptop into the power supply in the cart, matching computer number to the number on the shelf.
- Return the items in the cart to the designated shelves inside the cart.
- Lock the cart and check in the key once you have verified all contents are returned.

Faculty/Staff Supervision Responsibility:

- Reserve cart and pick up at designated time/location.
- Check the cart for complete components before you distribute and return laptops.
- Monitor laptop use.
- Assign a computer number to student per session or year to document usage in case of damage using the appropriate form.
- At the end of each session, plug laptops into corresponding power supply inside the cart.
- Return cart to designated check-out area.
- Lock the cart and provide the key when checking laptop cart in. Ensure that the cart is plugged into a power source for the next user once it is returned.
- Notify your STC of any possible damages or needed repair.

Repairs/Theft/Damage:

- Report any suspected problems with equipment when checked in.
- Do not attempt to repair or dissemble equipment.
- Use of laptop cart may be denied to any classroom supervisor who returns laptops in damaged condition.
- If the cart is left unlocked and equipment is damaged, responsibility lies with the faculty/staff member who last checked out the cart.

Student Guidelines for Laptop Use

DO:

- Carry the laptop with both hands.
- Close the laptop before carrying it.
- Place the laptop securely in the center of the desk.
- Make sure your hands are clean and dry before using the laptop.
- Use only the laptop that your teacher has assigned to you.
- Return the laptop to the corresponding numbered shelf in the cart when finished.
- Notify your teacher immediately if there is a problem with the laptop.
- Save your documents in your home folder, NOT on the local machine.
- Correctly shut down the computer when finished. (Start – Shut Down)
- Follow the Acceptable Use Policy when using the laptop.
- Do not attempt to clean the surface of the screen.
- Watch the battery life icon in the system tray. If the battery is low, save your work immediately and request a power supply from your teacher.
- Exercise caution when plugging in the power adapter.

DON'T:

- Touch the screen with your hand or any other object.
- Place your pencil or any other object on or around the keyboard
- Lift the laptop by the monitor.
- Use the laptop near liquids.
- Eat or drink while using the laptop.
- Change the settings on the laptop.
- Expose the laptop to any magnetic fields that could damage the contents of the hard disk.
- Store personal files on the laptop.
- Leave a laptop unattended.
- Stack objects on top of the laptop as this may damage the computer.

<u>Student Laptop Check-Out</u>

Teacher Name   Class Period

Date   Time

Laptop Cart #

By signing below, we acknowledge that we are responsible for the care of the equipment we are using. We will abide by the Acceptable Use Policy of Hopkins County Schools.

Laptop #	Student Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

This form is to be filed in the binder kept on the cart.