

Getting Laptops From Cart

1. Remove books from your desktop and place them under your desk.
2. Approach the cart from the left in a single file line – like a food buffet.
3. Locate the laptop number you have been assigned.
4. Carefully unplug the laptop from the charger.
5. Support the bottom of your assigned laptop while sliding it out of the slot; remove only your numbered laptop.
6. Hold the laptop with 2 hands close to your body – like a cafeteria tray.
7. Walk the laptop to your desk.
8. Place it securely in the center of your desktop.
9. Open the lid and power up.
10. Inspect your laptop for any damage, connectivity issues or malfunctions. If any are noted, advise your teacher *immediately*.

Using the Laptops

1. A laptop number is assigned to you to use while in class. Use only this laptop, EVERY TIME! Your number may change from class to class so write them down in your agenda.
2. Do not remove the identification number or any other labels on your laptop.
3. You are responsible for this laptop while in your possession.
4. No food or drink anywhere near the laptop.
5. Place books under desk where they will not trip anyone.

6. Place the laptop squarely on the desk and be aware of its presence when you move around at your desk.
7. The laptops will be used with battery power only. When you return your laptop to the cart, always plug in the charger.
8. Do not lean on or place anything on top of the laptop when it is closed.
9. Do not poke the screen.
10. Do not place anything on the keyboard before closing the lid.
11. All student work must be stored in the student's network folder. Any work saved on the laptop's hard drive will be deleted.
12. Always shut down the laptop when finished using it.
13. All laptop use must comply with district guidelines and fall under the "Acceptable Use Policy" that must be signed by both parents and students.
14. Modifying any applications or system software or downloading files is prohibited.
15. Laptops are to be used for instructional purposes only. If you are found on a site that was not assigned, you may lose your laptop use privileges.

Returning Laptops to Cart

1. Make sure the laptop is shut down and then close the lid securely.
2. Approach the laptop cart from the right in a single file line.
3. Slide the laptop into the numbered slot with the 2 USB ports facing out, next to the battery/charger.
4. Carefully plug into the laptop into the charger.
5. Return to your desk.