

**PGE Student Laptop Guidelines**

**General Laptop Management:**

* Each laptop is checked out to an individual student. Students should not swap laptops or use one another’s devices for any reason.
* Each student has an assigned slot in the laptop cart based on your student roster. Please make sure they are placing their laptops in the correct slots.
* You are welcome to have students label their laptops for easier management, but *do not add any permanent labeling to student devices (marker, etc).* We recommend a taped sticky note or slip of paper with their information.
* We encourage you to have students make sure their laptops are working each morning.

**If a student is no longer enrolled:**

* If they have left PGE, their laptop *must be returned to the library to be checked back in*.
* If they have switched classes within PGE, their laptop should travel with them to their new classroom.

**If you get a new student:**

* Please send me an email with the student’s name (ashley.walker@richlandone.org).
* Once the student is in PowerSchool and Destiny, we will be able to check out a laptop to them and bring it down to your classroom.
* Assign the new student to an unused slot in your cart.

**If a student laptop is not working:**

* The laptop can be brought to the library between **7:30 – 8:30 AM** each morning.
* If a laptop is not working after 8:30 AM, please send Mrs. Walker an email with the student name and what the issue is so that we can bring down a replacement between classes.
* We will swap the laptop out for a loaner laptop, which will be checked out to the student and should remain in the student’s assigned slot of your cart when not in use.

**How to reset student passwords:**

* On *your computer*, click on the Start menu in the bottom-left corner, then click “Teachers Menu.”
* Select “Student Passwords Reset.” Click “Yes” to say that you want to reset a student password.
* Type in the student’s username. Click enter.
* The password will be reset to the district default password, which should be R1student.

**Tech Support (Laptops, SMARTboards, all technology questions):** 231-7436