

Guidelines and Procedures for Laptops

1. Please try to check out the same cart and try to assign each student a specific # that they will use each time you check out that specific cart.
2. Students may temporarily save files to the Photos or Downloads folders when recording videos or capturing photos needed for assignments (if files will not save to OneDrive directly), to allow them to upload to cloud storage or other programs later (Canvas, Seesaw, etc.). However, students need to delete files from the Photos and Downloads folders as soon as the upload is complete. (Remember, too many files stored on the device could affect the device's performance and speed.)
3. Make sure students have SIGNED OUT of the laptop when finished using them, but DO NOT shut them down. Laptops need to be left on with the lids closed.
4. Each laptop should be placed in the correctly numbered slot in the cart and plugged in with the correct plug for that specific slot. Teachers should be plugging in devices, not students.
5. Cart should be plugged in each night in a location that receives an adequate wi-fi signal.
6. The Technology department will send updates to the laptops overnight as needed. The Technology department will also remove profiles and clean up hard drive space over the summer.
7. If you encounter an issue with a laptop, please submit a ticket in Incident IQ using the asset code sticker # on the device.
8. If you need to clean the devices, you may use wipes but DO NOT use sprays. Devices must be completely dry before closing and storing.
9. Devices checked out through the Media Center need to be checked in/out through the library circulation system. They can also be set up on a Room/Equipment Reservation Calendar through Microsoft Outlook, so teachers can reserve them for certain days.