

LCHS Notebook Computer Cart Checkout Guidelines v1.3

The MacBook Mobile Notebook Computer Carts are a valuable shared resource for all students and teachers. In order to ensure that all users handle and use this resource responsibly so that the computers will be available for others to use, teachers and students need to follow these guidelines as a condition for using the notebook computers and cart.

1. Teachers will review the current LCHS 7-12 Student Technology Use Agreement with every student before issuing the laptops to the students.
2. Teachers will also provide a copy of this guideline (LCHS Notebook Computer Checkout Guidelines) to each student being issued a computer and have them sign it before issuing computers to the student. (Students should be assigned the same notebook computer number for the duration of the assignment/project/unit/quarter/or semester). Teachers are to keep a written log of which student or student team is being assigned to each notebook computer. If the notebook is being checked out to a team, one student will be identified as the primary student responsible for checking out and checking in the computer each day, and that student should be so noted in the log.
3. Students are only allowed to use the notebook computer whose number has been assigned by the teacher to that student. Students may not touch any other notebook computer besides the one they have been assigned. Students are responsible for the proper use and care of the notebook computer while it is in their possession. If the students damage or deface the computer, the operating system, the computer desktop, or any programs on the computer, they will be held financially responsible for the repair of the computer and the cost of reconfiguring the computer back to its normal state. Students will also face other disciplinary measures in regards to violating school rules and any violations of the Student Technology Use Agreement.
4. Notebook computers need to begin every single class period in the computer cart and students should not be dismissed at the end of the class period until all notebook computers are returned to their proper storage slots, plugged in, and counted to ensure that none are missing.
5. When a student first picks up the notebook at the beginning of an instructional period, they are to inspect the notebook for any damage or defacement (either physical, or in the operating system such as the desktop appearance) and immediately report such damage to the teacher. This will protect the student from being assigned blame for any pre-existing damage done to the computer. Teachers are to keep a written record with the date, time, description of damage, and individual reporting any damage or defacement of the computer and submit this written record to the school principal and a copy of this record to the director of technology. Students reporting damage are to write up their own written account of how and when they found the damage or defacement to the computer and sign that account and submit it to the teacher for inclusion on the damage report. Failure to report pre-existing damage or misconfigurations of the computer will mean that the student who was last in possession of the computer (whom the notebook was checked out to) will be liable for the damage and the cost of repairing/reconfiguring the computer and any other disciplinary action.
6. At least five minutes prior to the end of the instructional period, the teacher will make an announcement for all students to inspect their notebook computers and make sure all programs are shut down and the computer is configured and operating normally without any damage. Only after the notebook is deemed in standard normal (and undamaged) operating condition are the students to return the notebook computers to the cart in their proper numbered slots and ensure that the power cable is attached to their computer for recharging. By returning the notebook to the cart, the students are stipulating and confirming that the computer is in proper operating condition with no damage. If any problem is found with the computer, the student must let the teacher know immediately and provide a written description of the problem (any parts broken, misconfigured, or not functioning correctly) with his signature and hand the computer to the teacher and show them the problem.

Once the teacher verifies the problem, the teacher should initial the student's written report and the teacher should place the notebook back into the cart.

7. Teachers are to keep all students in their seats at the end of the instructional period until all computers are returned to their slots, and plugged-in to the mobile cart, and counted. Students are not to be dismissed until all the notebooks are accounted for.

8. Teachers should make sure that the computer cart itself is plugged in to the power outlet (especially the electrical cord on the side of the cart with the timer on it) so that the computers will charge in between classes. There are two charging banks on the cart, the top shelf of computers is one bank, and the bottom shelf is the other bank. The timer on the side of the cart controls which of the banks is charging at any given time. Due to the limitations on power output (and to avoid blowing the electrical circuit) only one bank is set to charge at any given time. The other power cord on the other side of the computer cart is used to power the wireless transmitter, laser printer, and any other peripherals plugged into the top of the mobile cart. Keep in mind that the notebooks only have enough battery power to keep the computers running for 2-3 hours so they will need to be charged in the middle of the day to ensure that afternoon classes using the notebooks will have enough power. Teachers shall be responsible for plugging in the charging side of the cart when they return the cart to the IRC at the end of the session. The batteries on the laptops must be completely charged and ready for the next user. Failure to plug the charging bank in after each use will risk ruining someone else's computer lesson. Please be considerate of this fact.

9. There are three mobile notebook carts. Do not plug two or more mobile computer carts into the same electrical outlet as that may cause an overload in the electrical circuit and possibly trip the power breaker in the building. Ideally, the carts should be plugged in to separate electrical circuits (opposite walls) to avoid overloading the circuits when recharging. Multiple carts should not be used in the same room or else network access speeds will greatly decline since all carts use the same wireless network.

10. Teachers will secure and lock each notebook cart in the IRC at the end of the day and provide any reports of damage or disrepair to the site principal and the district's director of technology before the end of the school day. Notification of damage should also be reported to the appropriate TechLITEs person. Teachers should ensure that the casters on the cart are in the locked position whenever the cart is not being moved.

11. Substitute teachers will NOT be allowed to check out computer carts. A teacher must cancel his/her appointment for the cart if he/she will not be present at the time the computers are used.

12. Occasional cleaning of the laptops will be necessary. To minimize the necessity of cleaning, teachers should make sure that all students' hands are clean and grease-free before using the computers. Students shall not touch the screen with their hands or fingers at any time. When cleaning is necessary, only a SOFT, damp cloth with WATER should be used. No detergents or ammonia-based cleaners should be used to clean the laptop body, keys, or screen. No paper towels should be used either, as they may scratch the screen.

I understand and agree to abide by the guidelines as a condition of using the mobile notebook computer cart.

_____ Teacher name (printed)	_____ Teacher signature	_____ Date	_____ Room #
_____ Student name (printed)	_____ Student signature	_____ Date	_____ assigned notebook #