

Laptop Sign-out/Return Procedure for Teachers

1. At the beginning of the school day pick up the laptop cart and key and plug it into an outlet in the classroom that it will be used.

It is important to keep the laptop cart & individual laptops plugged in throughout the day to ensure that all laptops have sufficient power supply. In some cases the cart has a switch that must be turned on.
2. Before students arrive open the cart and **COUNT ALL LAPTOPS.**
 - Be sure to check that the number of laptops in the cart match the number last signed out.
 - If there is a discrepancy in laptops it must be reported **IMMEDIATELY** to a administrator.
3. If the number of laptops in the cart matches the **Sign-out/Return Sheet** fill out the sign-out sheet attached with the day the laptops were taken out, your name printed, your name signed, the number of laptops in the cart, and the room(s) you will be using the cart.
 - The notes section is to be used by technological personal to identify missing laptops or staff to identify issues with specific laptops in the cart
4. Please remember to follow the guidelines on laptop usage throughout the day
5. When you are done using the laptop cart make sure that all laptops are plugged in to their individual power supply and are in the appropriate designated space within the cart.
 - Laptops are numbered on the bottom of the computer and this number corresponds to a slot within the laptop cart
6. Once all laptops are accounted for, plugged in, and in their appropriate spots lock the laptop cart and return the key to the teacher who houses the cart.
7. At the end of the school day or series of days that you have the cart, return the cart to its original designated room and plug it back in to its original home outlet.
8. Sign the computers in by again filling out the day returned (circle returned), your name printed, your name signed, the number of laptops in the cart, and the room where the cart was returned. Please use the notes section to indicate any problems with the condition of the laptops.