

CUSD Laptop Cart Policy

This policy document serves for all of the laptop carts in the Chester Upland School District. Please be advised that failure to adhere to this policy will be grounds for review before your administrator.

Distributing Laptops

1. Keys/combinations to laptop cart locks are maintained by the Principal or his/her designee. These can be checked out when you receive a laptop cart, but should be returned when the laptop cart is returned.
2. Sign the log for the utilization of the laptop cart, along with the dates of use.
3. While the laptop cart is in your possession, it is your responsibility. You must report any damage, destruction, or loss of equipment.
4. If chargers are removed from the cart, they should be plugged back into the cart neatly before it is closed back up.
5. When you open a cart, put the lock back on the latch and close it. This keeps locks from getting lost or stolen, and means you'll definitely have to scramble the combination on the tumblers.
6. Check laptops as they are being distributed, to note anything that appears to be broken or not functioning properly. Fill out a Help Desk Ticket (see steps under "Returning Laptops to the Cart") for anything that isn't working.
7. Supervise and guide students in proper care and use of the laptops.

Returning Laptops to the Cart

1. Check any laptops, as they are returned, to ensure that they are still in good condition.
2. If a laptop has been damaged by a student, determine whether disciplinary action is appropriate. You may need to contact the Principal or Main Office in this situation.
3. If a laptop has been damaged by a student or isn't functioning properly, fill out a separate Help Desk Ticket for each damaged laptop. Note the Asset Tag Number of the laptop in the Help Desk Ticket, so that it is easy for the technician to find and repair that specific laptop.
 - a. It's helpful if you can put a Post-It, a piece of paper taped to the machine, or some other indicator so that that laptop can be quickly identified when a technician comes.
4. Laptops should be plugged back into their chargers when they're returned to the cart. Failure to do so will mean that next time you receive a cart, it might not have any power, making it quite hard to conduct your class.
5. Leave the cart neat and orderly for the next person to use it.
6. Make sure the cart has been locked, and return both the cart and the key to its appropriate location.

Student Guidelines for Use of Laptops

1. At all times, follow the teacher's directions when using the laptop.
2. Use only the laptop that you were assigned by your teacher.
3. If you use software or go to a website that is NOT the assigned class activity, you may lose laptop privileges.
4. Carry the laptop with two hands, and make sure it is closed if you are moving it.
5. Only place the laptop on a flat, stable surface. *It's called a laptop, but don't actually put it in your lap—keep it on a table or desk.*
6. Make sure your hands are clean and dry before using a laptop.
7. If there is a problem with your laptop, ask your teacher for assistance.
8. Don't touch the screen with your hand or any other object. If the screen needs to be cleaned, contact your teacher.
9. Don't place anything on top of a laptop, even if it's closed. *Don't store books on top of it, or use it as a writing surface.*
10. Don't place a pencil or any other object on or around the keyboard.
11. Don't lift the laptop by the monitor.
12. Don't use the laptop near liquids.
13. Don't eat or drink while using the laptop.
14. Don't change computer settings without teacher permission.
15. Don't take any action that damages or destroys the laptop. We expect you to treat school technology *at least* as well as you would anything you owned, if not better.
16. If you see someone damage or destroy a laptop, report it to the classroom teacher or another staff member.
17. Correctly shut the laptop down when finished.

Failure to follow these guidelines may result in loss of laptop privileges and other disciplinary action.

