Penn Manor School District

Information Technology Department

Laptop Cart Guidelines

When you reserve a laptop cart for use in your classroom activities, you assume responsibility for all of the machines during that time.

These responsibilities include, but are not limited to;

- Ensuring that the cart and laptops are functioning properly; report any issues immediately
- Ensuring that each student is properly signing out their assigned laptop
  - Sign-outs let us pinpoint where and when damage to the laptops occur
- Inspecting the cart for missing laptops; report any missing devices immediately
  - Laptops removed from the cart for repairs will be listed on the CometNet Calendar Page within 1 hour of removal
- Ensuring that the cart is returned immediately after your reserved time is completed
  - Do not leave the cart unattended in your room or hallway
- Ensuring that the laptop carts are ONLY transported by faculty
  - Students are not permitted, under any circumstances, to transport or unplug the laptop carts
- Ensuring that the laptop carts are properly locked and secured at all times
  - The lock should only be open and off of the door when the laptops are being distributed or returned. Lock the cart at all other times.
  - If the cart has a combination lock, do *not* share the code with students or unauthorized persons

INFORMATION TECHNOLOGY DEPARTMENT

Macbook Cart 1
Student Sign Out Sheet

Report any damages or missing devices immediately to:
http://support.pennmanor.net
or
Help Desk at x1776

INFORMATION TECHNOLOGY DEPARTMENT

Macbook Cart 2
Student Sign Out Sheet

Report any damages or missing devices immediately to:
http://support.pennmanor.net
or
Help Desk at x1776

PENN MANOR SCHOOL DISTRICT

INFORMATION TECHNOLOGY DEPARTMENT

ThinkPad Cart 1
Student Sign Out Sheet

Report any damages or missing devices immediately to:
http://support.pennmanor.net
or
Help Desk at x1776

ThinkPad Cart 2
Student Sign Out Sheet

Report any damages or missing devices immediately to:
http://support.pennmanor.net
or
Help Desk at x1776