

# PENN MANOR SCHOOL DISTRICT



## INFORMATION TECHNOLOGY DEPARTMENT

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# Laptop Cart Guidelines

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

If any issues or damage are noted, submit a ticket as soon as possible.

Usage 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 may 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 classrooms or hallways
- 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

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## Macbook Cart 1 Student Sign Out Sheet

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*Report any damages or missing devices immediately to:*

<http://support.pennmanor.net>

or

Help Desk at x1776

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## Macbook Cart 2 Student Sign Out Sheet

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*Report any damages or missing devices immediately to:*

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Help Desk at x1776

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## ThinkPad Cart 1 Student Sign Out Sheet

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*Report any damages or missing devices immediately to:*

<http://support.pennmanor.net>

or

Help Desk at x1776

***Date:***

***Teacher Name:***

***Period:***

<b>Computer Name</b>	<b>Student Name</b>	<b>Notes</b>
MnrLnx01Cart01		
MnrLnx01Cart02		
MnrLnx01Cart03		
MnrLnx01Cart04		
MnrLnx01Cart05		
MnrLnx01Cart06		
MnrLnx01Cart07		
MnrLnx01Cart08		
MnrLnx01Cart09		
MnrLnx01Cart10		
MnrLnx01Cart11		
MnrLnx01Cart12		
MnrLnx01Cart13		
MnrLnx01Cart14		
MnrLnx01Cart15		
MnrLnx01Cart16		
MnrLnx01Cart17		
MnrLnx01Cart18		
MnrLnx01Cart19		
MnrLnx01Cart20		
MnrLnx01Cart21		
MnrLnx01Cart22		
MnrLnx01Cart23		
MnrLnx01Cart24		
MnrLnx01Cart25		
MnrLnx01Cart26		
MnrLnx01Cart27		
MnrLnx01Cart28		
MnrLnx01Cart29		
MnrLnx01Cart30		
MnrLnx01Cart31		
MnrLnx01Cart32		

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## ThinkPad Cart 2 Student Sign Out Sheet

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*Report any damages or missing devices immediately to:*

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or

Help Desk at x1776

***Date:***

***Teacher Name:***

***Period:***

<b>Computer Name</b>	<b>Student Name</b>	<b>Notes</b>
MnrLnx02Cart01		
MnrLnx02Cart02		
MnrLnx02Cart03		
MnrLnx02Cart04		
MnrLnx02Cart05		
MnrLnx02Cart06		
MnrLnx02Cart07		
MnrLnx02Cart08		
MnrLnx02Cart09		
MnrLnx02Cart10		
MnrLnx02Cart11		
MnrLnx02Cart12		
MnrLnx02Cart13		
MnrLnx02Cart14		
MnrLnx02Cart15		
MnrLnx02Cart16		
MnrLnx02Cart17		
MnrLnx02Cart18		
MnrLnx02Cart19		
MnrLnx02Cart20		
MnrLnx02Cart21		
MnrLnx02Cart22		
MnrLnx02Cart23		
MnrLnx02Cart24		
MnrLnx02Cart25		
MnrLnx02Cart26		
MnrLnx02Cart27		
MnrLnx02Cart28		
MnrLnx02Cart29		
MnrLnx02Cart30		
MnrLnx02Cart31		
MnrLnx02Cart32		

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## ThinkPad Cart 3 Student Sign Out Sheet

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*Report any damages or missing devices immediately to:*

<http://support.pennmanor.net>

or

Help Desk at x1776



***Date:***

***Teacher Name:***

***Period:***

<b>Computer Name</b>	<b>Student Name</b>	<b>Notes</b>
MnrLnx03Cart01		
MnrLnx03Cart02		
MnrLnx03Cart03		
MnrLnx03Cart04		
MnrLnx03Cart05		
MnrLnx03Cart06		
MnrLnx03Cart07		
MnrLnx03Cart08		
MnrLnx03Cart09		
MnrLnx03Cart10		
MnrLnx03Cart11		
MnrLnx03Cart12		
MnrLnx03Cart13		
MnrLnx03Cart14		
MnrLnx03Cart15		
MnrLnx03Cart16		
MnrLnx03Cart17		
MnrLnx03Cart18		
MnrLnx03Cart19		
MnrLnx03Cart20		

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## ThinkPad Cart 4 Student Sign Out Sheet

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*Report any damages or missing devices immediately to:*

<http://support.pennmanor.net>

or

Help Desk at x1776

***Date:***

***Teacher Name:***

***Period:***

<b>Computer Name</b>	<b>Student Name</b>	<b>Notes</b>
MnrLnx04Cart01		
MnrLnx04Cart02		
MnrLnx04Cart03		
MnrLnx04Cart04		
MnrLnx04Cart05		
MnrLnx04Cart06		
MnrLnx04Cart07		
MnrLnx04Cart08		
MnrLnx04Cart09		
MnrLnx04Cart10		
MnrLnx04Cart11		
MnrLnx04Cart12		
MnrLnx04Cart13		
MnrLnx04Cart14		
MnrLnx04Cart15		
MnrLnx04Cart16		
MnrLnx04Cart17		
MnrLnx04Cart18		
MnrLnx04Cart19		
MnrLnx04Cart20		
MnrLnx04Cart21		
MnrLnx04Cart22		
MnrLnx04Cart23		
MnrLnx04Cart24		
MnrLnx04Cart25		
MnrLnx04Cart26		
MnrLnx04Cart27		
MnrLnx04Cart28		
MnrLnx04Cart29		
MnrLnx04Cart30		

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## ThinkPad Cart Library Student Sign Out Sheet

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*Report any damages or missing devices immediately to:*

<http://support.pennmanor.net>

or

Help Desk at x1776

***Date:***

***Teacher Name:***

***Period:***

<b>Computer Name</b>	<b>Student Name</b>	<b>Notes</b>
MnrLnxLib01		
MnrLnxLib02		
MnrLnxLib03		
MnrLnxLib04		
MnrLnxLib05		
MnrLnxLib06		
MnrLnxLib07		
MnrLnxLib08		
MnrLnxLib09		
MnrLnxLib10		
MnrLnxLib11		
MnrLnxLib12		
MnrLnxLib13		
MnrLnxLib14		
MnrLnxLib15		
MnrLnxLib16		
MnrLnxLib17		
MnrLnxLib18		
MnrLnxLib19		
MnrLnxLib20		
MnrLnxLib21		
MnrLnxLib22		
MnrLnxLib23		
MnrLnxLib24		
MnrLnxLib25		
MnrLnxLib26		
MnrLnxLib27		
MnrLnxLib28		
MnrLnxLib29		
MnrLnxLib30		