

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.

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Macbook Cart 1 Student Sign Out Sheet

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

Report any damages or missing devices immediately to:

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ThinkPad Cart 1 Student Sign Out Sheet

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ThinkPad Cart 2 Student Sign Out Sheet

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