

# 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.

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

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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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## ThinkPad Cart 1 Student Sign Out Sheet

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## ThinkPad Cart 2 Student Sign Out Sheet

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