

## Student Responsibilities Mobile Laptop Carts



**A laptop is an expense and delicate tool. Use it with great care. Be gentle** with the laptops.

Be **patient** – sometimes computers require time to do their job.

The lighter you touch the Touchpad and keyboard, the better they work

Always carry the laptop with **TWO** hands.

Once you are issued a laptop you are responsible for the laptop until it is returned to the cart.

Make sure your hands are **clean**. Do not touch the LCD panel or use markers or pens near the laptop.

Use the laptop on a flat, stable surface. Make sure your desk is cleared off extra books and materials.

Keep **all** food, drinks, pencils, pens, etc. away from the laptop.

**Never** change settings on the laptop unless you are instructed to do so.

**Never** leave the laptop unattended.

Always shut down the laptop before returning it to the cart. **ALWAYS** wait patiently for the laptop to completely shut down (black screen not blue) before **gently** closing the lid.

When a **battery warning** appears – log out, shut down the laptop, wait for the black screen, close the lid. Notify your teacher or the classroom technician who will issue you another laptop.

Never rest anything on the keyboard because if you forget and close laptop it will damage the screen.

Place the laptop in its numbered slot in the cart and plug in the power **carefully** and gently.

Report any problems immediately.

# **Teacher Responsibilities**

## **Mobile Laptop Carts**

The Mobile Laptop cart must be reserved using the MacBook calendar for signup. Please do not overbook.

Laptops should not be checked out to substitute teachers.

Before taking the cart to your classroom, please count the laptops. Before the end of the period, count the laptops again.

Use the checkout sheet. Each laptop is numbered. Give each student a specific number.

Never leave the carts unattended unless the classroom is locked.

Never stack laptops on top of each other. Carry one at a time with two hands.

Carts must be returned immediately after use.

Please stress to students that it is very important to wait patiently while the laptop is shutting down before closing the lid.

Please stress clean hands to students.

Please report any problems immediately via email to [amassi@ctkschool.org](mailto:amassi@ctkschool.org). Give the laptop number and a description of the problem. Record the issue on the log sheet.



## **Student Technician Checklist Mobile Laptop Carts**

Before taking the cart to your classroom, please count the laptops. Before the end of the period, count the laptops again.

Each laptop is numbered. Give each student a specific number and record it on the checkout sheet.

Record any issues immediately.

Put each MacBook back in its corresponding numbered cubby, inside the charging cart.

Record any issues on the Log Sheet

Check to make sure MacBooks have been completely shut down and are not just asleep.

Plug in each power charger.

Close doors to charging cart.

Return loaded cart to Media Room (accompanied by an adult)