



Mobile Wireless Mini Laptop Cart Protocol

1. First-time users of the laptop cart should contact _____ to receive an orientation on the use and procedures pertaining to the cart.
2. Obtain the laptop cart combination from _____ upon signing out the cart. This should not be written down for security purposes.
3. As you distribute each laptop, please write each student's name next to the laptop that he/she received on the *Mobile Wireless Laptop Cart Sign-Out* form.
4. Students should use two hands when securing and carrying a laptop.
5. Please circulate around the classroom as the students are utilizing the laptops. **Supervision is vital to the maintenance and proper use of the laptops.**
6. Students should not give out their passwords or attempt to use a password that is not their own.
7. Students should not enter or attempt to enter files other than their own. This includes using a laptop on which another student has gained access to the Network.
8. Students should use all hardware and software properly. They should not damage or remove any hardware or software from the laptops.
9. Students should not attempt to change the settings or configuration of a computer, system network, including changing the desktop icons or their positions.
10. Students should not access e-mail or any computer account outside of the school district network.
11. Internet use shall be for educational purposes only.
12. Internet file downloads are restricted to text files and research-related graphics. Programs and executable files of any kind are strictly prohibited.
13. Students should always log off and shut down when they are finished using a laptop. They should not remain logged in and leave a workstation unattended, even when the room is left secure. After the laptop is shut down, the laptop should be plugged into the laptop cart and all wires should be neatly secured. Teachers should be sure that all laptops are shut down when they are returned to the cart. The lights on the computer located below the keyboard should not be blinking.
14. When not in use and when a classroom is unattended, the laptop cart and classroom door should be locked (during a free period, etc.), The cart should remain plugged in and turned on. The only time the cart should be turned off is when moving it to another location.
15. The cart should be returned to the AV Room every Friday afternoon to be stored during the weekend.
16. Students using the laptops must adhere to the guidelines set forth in the *School District Internet Safety Policy* and the *Computer Technology Disciplinary Code*.