Mobile Wireless Laptop

Checkout/Usage Checklist

Your school has been provided with mobile wireless 5 laptop carts containing 20 laptops each. These computers have been placed in your school for student use. Classroom teachers may use these laptops (**In their classroom(s) only**) for regular instruction of core and computer standards. Teachers **may not** check these laptops out individually or for personal reasons. Please follow these directions/guidelines for proper use:

* Check out the cart(s) from the school's designee: Media Specialist (AP in her absence)
* Please indicate briefly on the checkout form what your planned activity for the students will be. (i.e. Objective/SOL and or student activity). Usage logs should be ready for audit at any time.
* It is a good idea to plan ahead for their use to ensure that no scheduling conflicts arise. Please also include the laptop activity in your daily lesson plans that are submitted to the principal/assistant principal.
* The cart(s) should be placed in your classroom as near to a power and network jack as possible. Please make sure that no power cords or network cables are stretched across areas of the room where students might step on or trip over them. The wireless signal will easily reach all areas of your room.
* Make sure the cart is plugged in (some carts have 2 cords)
* Plug the network cables from both the printer and the wireless access point into network jacks.
* The location of power outlets and network drops in your room will determine if you need longer network cables. Please determine this **before** you bring the cart to you room.
* Remove each laptop from the cart being careful not to damage the computer's external parts.
* Disconnect each laptop from its power-supply and distribute them to your students. Make sure to indicate which laptop each student has on the provided form.
* The average usage time for each laptop is approximately 2 hours before the batteries will have to be recharged.
* Please make sure students have a stable surface to support the laptops during use. Standard desks **may not be** appropriate (the surface is to small and often slanted). If you do not have tables in your room, you may need to make arrangements to use another teacher's room or secure another location such as the Library.
* **No food or drink** should be in the work area around the laptops.
* The screen should never be touched by anything other than approved cleaning products.
* Students log into the computers with their own student username and password or the school's generic password. (Elementary only).
* As students finish using the laptops, the normal Windows shutdown procedure should be followed. (**start** 🡪 **Shut Down)**
* Check students off on the provided usage form as they return their laptop. Inspect each machine for damage. (Broken/removed keys, removed barcodes or labels etc.)
* Make note of **any damage** beside the student's name on the usage record, and report this damage to the Librarian when you return the cart.
* Between uses, it is crucial that the laptops be recharged by **connecting them to the power-supply**. The cart must be **left plugged in**.
* Check the front of each laptop for the yellow charging light to ensure they are charging for the next use.
* Network cables should be neatly coiled/tied so that they do not drag on the floor.
* Lock the cart at **all times** when it is not being used, and secure the cart keys with the designated person.
* Return the cart at the end of the instructional day.

**Mobile Laptop**

Grade \_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cart Name/#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Usage Record**

Date \_\_\_\_\_\_\_\_\_\_

**COMPUTER # STUDENT'S NAME Out In**

|  |  |  |  |
| --- | --- | --- | --- |
| Computer 1 |  |  |  |
| Computer 2 |  |  |  |
| Computer 3 |  |  |  |
| Computer 4 |  |  |  |
| Computer 5 |  |  |  |
| Computer 6 |  |  |  |
| Computer 7 |  |  |  |
| Computer 8 |  |  |  |
| Computer 9 |  |  |  |
| Computer 10 |  |  |  |
| Computer 11 |  |  |  |
| Computer 12 |  |  |  |
| Computer 13 |  |  |  |
| Computer 14 |  |  |  |
| Computer 15 |  |  |  |
| Computer 16 |  |  |  |
| Computer 17 |  |  |  |
| Computer 18 |  |  |  |
| Computer 19 |  |  |  |
| Computer 20 |  |  |  |
| Computer 21 |  |  |  |
| Computer 22 |  |  |  |
| Computer 23 |  |  |  |
| Computer 24 |  |  |  |

\* *Please note that 1 record is to be completed for each cart checked out.*

Duplicate As Needed