

Guidelines for GVS Laptop Cart usage

These computers are placed on carts and kept in the library in order to guarantee access for all teachers and students in the K-8 school. Please remember that you are pushing over \$35000 worth of technology down the hall and take great care with the equipment.

- Use the Laptop Signout Binder in the library to guarantee access to computers
- Designate in the Laptop Sign-out Binder whether you are signing out cart 1 or 2
- Sign up **by the end of the previous school day**
- Times not assigned by the end of the previous day will be first-come, first-serve
- When you are finished using the carts, return them to the library
 - o If there are others signed up for that day, then return immediately
 - o If no-one else has signed up, then return at the end of the school day

Some general guidelines for careful laptop use by students:

- Do not have students carry laptops around except to set up or shut down.
- Do not EVER move the laptops while they are on.
- Do not send students into the hallway with a laptop
- Completely shut down the computers (don't just shut cover!) when you finish.
- Don't handle or touch the screen.
- Set laptop on a clean, clear surface, without any debris, food, or liquids.
- Do not change, background, screensaver, web page settings or any other computer settings.
- Students can be held responsible for damage to school property and this is the most expensive property that they will be handling.

Many thanks and 2 huge gold stars go to Jim Richardson and Linda Blakesley for many hours of work over the vacation to get our beautiful new laptops up and running. They have put in many careful hours in order to get the computers to you!

5/7/2009