Laptop Sign-out/Return Procedure for Teachers

1. Teacher must notify admin at least 5 working days for borrowing the mobile Lab by email. The information to include are **Date, time, Room number, number of students and purpose of request.**
2. Admin will ensure that the laptop cart is plugged into an outlet for at least 24 hrs prior to its use.
3. Admin will ensure that the number of laptops in the cart match the one in inventory (check James Lyng One drive Management System)
4. Admin will pre-assign laptops to students and send the list to the teacher for confirmation.
5. On the day of, admin will wheel the cart to the teacher's class and verify with the teacher the number of laptops in the cart.
6. Teacher will take possession of the laptop and be responsible for it
7. Teacher will discuss with the students the rules and regulations on borrowing a laptop and its usage
8. Students will sign a form in agreement to the rules and regulations.
9. Teacher will hand over the pre-assigned laptop to the student and replace it in the cart with the student valid ID (photo ID recommended)
   -Laptops are numbered on the bottom of the computer and this number corresponds to a slot within the laptop cart
10. During breaks or lunch, depending on security and time, ensure that the laptops are secured in the cart or locked in the classroom with no students.
11. When you are done using the laptop cart make sure that all laptops are plugged in to their individual power supply and are in the appropriate designated space within the cart.
    -Laptops are numbered on the bottom of the computer and this number corresponds to a slot within the laptop cart
12. At the end of the school day, collect all laptops, inspect them for damage and put them in their original slots. Hand back the valid IDs to the students.
13. Return cart to Admin and verify together that all laptops are accounted for.
14. Once all laptops are accounted for, Admin will plug it in their appropriate spot and lock the laptop cart.

Teacher Signature _____   Date _____

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