Milton Area School District Laptop Cart Use Best Practices

For Teachers

- Reserve the Library laptops by using the Tech Scheduler icon on the Staff Resource Page.

- Assign each of your students to a specific laptop number (for both the library and your classroom) and ensure that the student uses their assigned device. This proactive process gives students a sense of ownership and accountability to the device and helps deter misuse and provides a log of student use.

- Retain copies of the device assignment form in your classrooms or on the cart.

- Bring a copy of your class device assignment form when using the library carts.

- Regularly review with your classes the best practices below. Monitor student use throughout the class period.

- It is the teacher's responsibility to ensure that the cart is organized, tidy, and each device is shut down and plugged in properly at the conclusion of use.

- When a laptop is not working, it is the teacher's responsibility to enter a Helpdesk Ticket providing as much detail as possible. In addition to the ticket, leave a note on the library cart to indicate that a ticket has been entered along with the laptop number. This will inform the next user until the issue has been resolved and the laptop is returned to the cart. Enter one ticket for one laptop.

- When using laptops in your instruction, plan and account for startup and shutdown time.

For Students

- Make sure your desk/work area is cleared before bringing the laptop to your seat.

- Unplug the power supply and remove the laptop from the cart with care. Use two hands.

- When returning the laptop to the cart make sure it is in the correct numbered slot. Gently slide it in and carefully re-plug the power supply.

- No more than three students should remove or return a laptop from the cart at the same time.

- To open your laptop, use the latch release (library). To power up the laptop, press the power button.

- When the "Press CTRL, ALT, DEL . . ." screen appears, wait at least 10 seconds before starting the log on process. This ensures a proper wireless log on.

- When you are finished using the laptop, exit all programs, log off, and power it down properly by pressing CTRL, ALT, DEL and clicking the red shutdown button at the bottom right of the screen.

- DO NOT close the lid until the laptop has completely shut down (black screen with no lights flashing).

- Be a responsible technology and online user! Follow our district's Network/Internet Acceptable Use Policy.   If you are caught abusing the equipment or violating the AUP, your privilege of using the technology will be taken away.

- Students will be held monetarily responsible for any damage to the equipment caused by negligence, abuse or misuse.

- Report any problems with the equipment to your teacher immediately. If you have questions, ask your teacher.

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