Library Circulating Laptop Guide

Getting the Laptops:
1. Students check out the laptops, to be taken to the classroom
2. The laptops have a two hour circulation period.
3. No more than four laptops can be in a classroom at one time- if your needs will exceed this limit, plan to borrow a cart or book a lab.
4. Students should come to the library with a buddy to hold doors for them
5. The classroom teacher must be able to support student use
   - Know how to turn them on
   - Know how to check for wireless signal
   - Know how to help students log onto the server
   - Know how to use the software programs that you plan to use
   - Know how to help students print to an appropriate location using Bonjour
   - Know how to report problems by filing a work order in School Dude

Returning the Laptop:
- The laptops must be returned to library staff, they should not be left on the desk if nobody is here.
- All maintenance issues must be reported in school dude and mentioned to the library staff

Security and Safety:
- Laptops should not be left in an unsecured area at any time
- Student use of Laptops should be monitored at all times
- Teachers are responsible for making sure that students adhere to the student guideline
- At the end of the day, or class period, laptops should be returned to the library. They should be returned by the student who borrows them.

Student Guidelines for Laptop Use

Do:
- Carry the laptop with 2 hands, make sure you have a buddy to hold doors for you!
- Close the laptop before carrying the laptop
- Walk slowly and carefully when carrying the laptop
- Laptops should always be used on a stable desk or table, not on a lap
- Place the laptop securely on the desk and not hanging over the edge of the desk or on a crack between the two desks
- Make sure your hands are clean and dry before using the laptop
- Notify your teacher immediately if there is a problem with the laptop (this includes missing keys)
- Correctly shut down the computer when finished. (Wait for the screen to turn black before closing lid of the computer
- Touch the keys and touchpad gently

Don't:
- Touch the screen with your hand or any other object
- Lift the laptop by the screen
- Eat or drink while using the laptop
- Print without permission
- Place your pencil or any other object on or around the keyboard