**Procedures for Student & Staff Laptop**

**Assignment and Check In**

1. Tech dept keeps an updated file with the following information:
   * 1. student/staff name
     2. laptop, charger, bag #’s
     3. laptop Dell service tag #
2. All campus tech staff have ‘read only’ access to file
3. Tech dept assigns laptops to new students and staff
4. All laptops are turned in to the Tech dept for inspection before student/staff leaves

**Summer Break Procedures for Staff**

Procedures below are to insure that equipment assigned to rooms can easily be located and placed back in the correct rooms after summer maintenance is complete, also relieving the maintenance department of the responsibility . All equipment (printers, extra monitors, boards, slates, document cameras and docking stations) is inventoried to the classroom not the staff member. The laptop is the only equipment inventoried to the staff member.

* Staff laptops are either signed out by the staff member for the summer and taken home (not left in classrooms) or checked in to the tech dept prior to leaving the campus for summer break. There are no staff laptops left in classrooms over the summer for any reason.
* If the staff laptop requires maintenance over the summer, the staff member submits a work order, prints it and puts the work order in the laptop bag and checks the laptop in to the tech dept before leaving for the summer.

Other equipment such as docking stations, document cameras, interactive slates, blue tooth devices, all cables, remotes, power cords and any other technology equipment is inventoried and packed as described below:

* Each staff member is given a sheet by the Inventory Manager with the equipment and inventory numbers listed that are assigned to their room. The equipment is packed carefully in backpacks, checked off on the sheet and signed by the staff member and a member of the tech dept then placed in the backpack.
* The backpack is labeled and placed in a closet, cabinet or on a safe shelf by the teachers & a member of the tech dept in every classroom before leaving for summer break.
* Computer monitors and printers are labeled and carefully put in a closet, cabinet or on a safe shelf so to be out of maintenance/janitorial department’s way during the summer for room cleaning and etc.
* This procedure is included on the ‘summer check off list’ that is to be completed and signed off on by campus office personnel or administrators.

**Procedure for assignment of laptops to new staff:**

* Campus office notifies the tech dept of new staff via email.
* New staff network acct, email account and Track It account are created and a laptop is setup for the user.
* The tech dept notifies the campus office via email when the laptop is ready.
* New staff member checks out the laptop, charger and bag from the tech dept and receives necessary instructions for use.
* Campus provides necessary training on applications that their staff is required to use.

**Campus procedure for new student laptop assignment and issues:**

1. We have one Campus Tech (a campus staff member/teacher) on each campus that is the 1st contact for their staff and students for tech issues.
2. When the student has completed necessary tech paperwork and AUP the office personnel (usually secretary) notifies the campus tech
3. The campus tech then submits a work order to the Tech Dept
4. The tech dept will then create the student user account, assign and set up student laptop and update the ‘student laptop assignment file’
5. The tech dept notifies specified Campus Tech via Track It email when the laptop is ready to be picked up by the new student.
6. The new student picks up the laptop from the tech department and is given their network logon and password. The Tech Dept signs and dates the Laptop Assignment/Condition form and verifies equipment #’s and condition. The student is to take the laptop and form home to also verify equipment #’s and condition with guardian. The form is to be signed and return to the campus office.
7. The new student then goes to the specified Campus Tech to receive specific necessary campus instructions for laptop use, campus software login.

**Campus procedure for W/D student laptop check in:**

A copy of the Laptop Assignment/Condition form should be referred to at time of laptop check in if possible

1. As soon as the campus is notified or aware that a student is withdrawing from school the laptop should be checked in to the campus office
2. Upon check in:
   1. the laptop is inspected and Laptop Assignment/Condition form completed with the following:
      1. Laptop, charger and bag condition documented
      2. All 3 numbers (laptop, charger and bag) must match and be documented on the Laptop Assignment/Condition form.
      3. If any of the 3 items are damaged, altered, vandalized or missing it is documented and reported immediately to the campus principal to assess appropriate fine(s).
3. The Laptop Assignment/Condition form is signed off by student and staff and placed in front of laptop bag and sent to the Tech Dept.

**Summer Break Procedures for students**

1. Laptop are checked in to the Tech Dept by the student on the date and time specified by the campus principal
2. The Tech Dept uses a new Laptop Assignment/Condition form to verify #’s and document the condition of each laptop, charger and bag
3. Any damaged or missing equipment and appropriate fees are documented on the form, signed by the Tech Dept and student then turned in to the campus office
4. Letters are sent to the parents by the campus office to notify parents of fees

All laptop issues are repaired and/or replaced during the summer.

Repairs are verified by the Tech Dept and student when the laptop is re-issued to the student next school year.