



Lacy Technology Laptop Cart Guidelines



Tips & Information

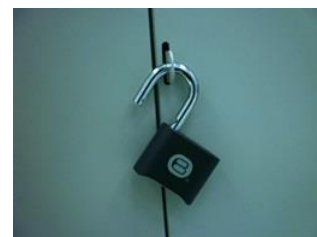
- Lacy has 30 laptop computers for classroom use, 15 on each cart.
- Student login procedures – the chart outlines login information. This is identical for both laptops and desktops.

	K-3	4-5
User Name	NCWise Number	NCWise Number
Password	No password required	NCWise Nubmer

- The very first time a student logs into a laptop their individual policies will download, this takes several minutes.
- **TIP:** To reduce login time, assign the same laptop to the same student each time. Keep a 'Classroom Laptop Assignment' list that pairs students with a specific laptop number to help with distribution.
- A student's saved work is saved to the student's personal directory on Lacy's server. This enables a student to open saved work from any desktop or laptop at Lacy.

Checkout & Return Process

- Laptops are available on a first come basis. Reserve your laptops in advance.
- Sign up using the [Google Laptop Checkout Calendar](#) to reserve one or more laptops. Use QR Code above to easily access the Calendar.
- Laptops may be checked out for half day or full day (AM/ PM /ALL).
- Students will be able to print from the laptops; however, they will need to **select the laptop printer/room** that is closest to their classroom. The following printers have been installed on each laptop:
 - Room 2218 LJP3015
 - Room 2310 LJP3015
- **Morning session:** Students should Logout when finished. They do not need to shut down.
- **Afternoon Session:** Students should **Logout & shut down** their laptop at the end of the day.
- **ONLY teachers should remove and return the laptops to the cart. The teacher should also plug in the power cord to each laptop to the corresponding outlet on the cart.**
- All laptops must be returned by 2:30 each day to allow time for recharging and maintenance.



Laptop Care

By their nature, laptops are mobile and more likely to be damaged than desktops, and we expect everyone to handle them with care. Here are a few tips for students and staff regarding laptop use:

- No food or drink around a laptop
- Wash hands before using
- Students are not allowed to download/install software
- Laptop wallpaper or screen saver should not be changed
- Laptops should be carried with both hands
- Laptops should sit squarely on a desk/table; not in a student's lap or in a chair