

## Ninth Grade Campus

### Wireless Laptops Policy

Use of the wireless laptops will be in accordance to the following procedures:

1. The wireless laptops, carts, cords, and cases will be catalogued and stored in room 151. Check out of laptops will only occur through the campus Technology Facilitator.
2. Teachers (staff members) are allowed to check out laptops for **classroom use only. Students will not be allowed to check out laptops.**
3. Teachers will need to conference/train with the Technology Facilitator prior to check out and use of wireless laptops.
4. Laptop users are not to install any software on these laptops.
5. When not in use, the laptops will remained plugged in to the cart, and the cart will be plugged in to a power outlet to charge the laptops.
6. Laptops/cart will be returned to room 151 by 4:00 PM each day for recharging and locking up. Laptops/carts will not remain in classrooms overnight due to security reasons.
7. Use of the wireless laptops will be in accordance with district Acceptable Use Policy and NGC computer rules and guidelines for students and staff.