

# **ST. MARYS CITY SCHOOLS**

## **Please read the security guidelines for using the mobile laptop labs.**

### **DISTRICT SECURITY AND GUIDELINES**

Due to potential losses and security concerns, the following procedures will be followed by all building staff using the mobile laptop labs. It is imperative that these guidelines be followed to insure that the equipment is available for the use by our students and that the educational value of the equipment is not disrupted. Our district has expended an average of \$22,000.00 for each mobile laptop lab so it is essential that we care for the investment our community has made towards the education of our students.

Mobile lab laptops have a second battery to lengthen battery life and alleviate/minimize the need to connect to power during use. You are asked NOT to disconnect the power adapters that are anchored in the cart.

Laptops are not to be left out on desks or tables overnight. Laptops will be stored and secured (locked) in the mobile cart(s) for re-charging.

Peripherals will also be collected and accounted for on a daily basis.

Laptops are numbered and will be returned to the appropriate shelf in the cart(s). Before securing the laptops it shall be determined that all units are accounted for.

Laptops will not be left with students who are unsupervised.

When laptops are in use during the school day, the door to the classroom or area should be closed at breaks or over lunch if an adult is not in the room. Laptops and the storage cart are not to be left in the corridors. At the end of each school day, the laptop labs are either to be stored in a locked classroom or in the library.

Keys to the mobile lab cart(s) should be returned to the library or the office by 3:00 PM daily and signed out each morning. The mobile lab keys are the responsibility of the building principal and will be kept in a secure location.

Thank you for your cooperation.