

School Technology Services

Mobile Laptop Cart Teacher Agreement

Teacher Name: _____ requests to check out the Mobile Laptop Cart for use in room _____ and abide by all of the following conditions as set forth for use of the laptop cart and its contents:

- I have read and agree to abide by the Mobile Laptop Cart Best Practices.
- The laptop cart is due 4 hours from the time of check-out unless I have made other arrangements with the Network Manager or Teacher Coordinator.
- I agree that I will not install or download any additional software.
- I will save my documents to the server or other location frequently. Students will save their documents to the location setup by the Network Manager.
- I have attended training on the proper use of the equipment:
 - TH0039 or TH0040 Windows Desktop
 - TH0041 or TH0042 Windows Troubleshooting
 - TH0165 Using the Mobile Laptop Cart in the Classroom
- I agree to return this laptop cart directly to the Network Manager, Teacher Coordinator, or specified secured area, and will wait until the cart and laptops have been checked and all accessories are accounted for.
- Irresponsible use of the laptop cart may result in the loss of check-out privileges.
- Students using the computers on the laptop cart must have a signed network agreement.
- I will contact my Network Manager or Teacher Coordinator if I need technical assistance with the laptop cart.

Teacher Signature

Date

Principal Signature

Date

Network Manager or Teacher Coordinator

Date