2013-2014 Laptop Cart Checkout Policy:

STEPS TO CHECKOUT A LAPTOP CART:

1. Please check the Dobyns-Bennett High School Technology website at www.dbhstechnology.yolasite.com for laptop cart availability. You may also access this information by clicking here. This site will be updated daily to reflect changes in laptop cart availability. E-mail Mr. Davis your requested date(s) and time(s) that you need a laptop cart.

2. If a laptop cart is available for the time slot you requested, you will be scheduled for that time. A notification e-mail will be sent to you confirming or denying your request.

3. Laptop carts are scheduled on a first come basis. Please remember that there are only two laptop carts available for checkout.

4. Laptop Cart B has 15 laptops. The E4TN cart also has 15 laptops.

5. Please only check-out laptop carts for days that you will be here. It is general policy that laptop carts will not be used on days when a substitute teacher is covering your class.

LAPTOP CART USE:

1. You will bring your class to the library to use the laptop cart(s). The library staff is aware of the laptop schedule and will know ahead of time about your visit. Not only will your class have access to the laptop

cart(s), but they will also have access to library resources.

DISTRIBUTION OF THE LAPTOPS AND THEIR PROPER RETURN TO THE CART:

1. Teachers will assign a laptop to the student(s).

2. If a laptop is damaged, please contact the Technology Department. Do not distribute a damaged laptop.

3. If a laptop will not logon to the network, have the student restart the laptop. Make sure the wireless switch on the laptop is turned on. The "Wi-Fi" indicator on the laptop will be lit if the switch is on. If the restart did not cure the issue, please contact the Technology Department.

4. When the student is finished with the laptop, make sure they logoff and SHUT DOWN the laptop. Laptops that are not SHUT DOWN properly can result in future problems. The laptop should be completely off before it is placed back on the cart.

5. Please make sure each laptop is properly returned to the proper cart and to the correct shelf on the cart.

WHEN TO CALL THE TECHONOLGY DEPARTMENT FOR ASSISTANCE:

1. The laptop(s) has been restarted, the wireless switch is on, but the laptop will not log on to the network.

2. A defective/damaged laptop has been discovered.

3. A violation of the computer acceptable use policy has occurred.

4. An unspecified error has occurred.

5. If you cannot reach someone in the Technology Department by phone or e-mail, please call the main office at (423) 378-8400 and they can reach us via radio.

DOBYNS-BENNETT HIGH SCHOOL TECHNOLOGY DEPARTMENT:

Mr. Mark Davis
Technology Coordinator
mdavis@k12k.com
(423) 378-8426

Mr. John Steffie
Technology Assistant
jsteffie@k12k.com
(423) 378-8439

CTE TEACHERS:

The Career & Technical Education department at Dobyns-Bennett High School has a laptop cart designated for CTE teachers. All CTE teachers need to contact Robin Ricker to schedule a laptop cart.

Robin Ricker
CTE Administrative Assistant
rricker@k12k.com
Office: (423) 378-8441