**Laptop Cart Scheduling and Maintenance Standard Operating Procedure**

**For Teachers:**

1. Requesting party will check the current schedule by going to <http://cchstechscheduling.pbworks.com/>
2. Requesting party will completely fill out the Technology Request Form, found on the above website. I suggest saving a blank copy of this document to your desktop.
3. Requesting party will send email the technology request to the Library Media Specialist with the requested dates.
4. Requesting party will not submit a request for a term longer than two weeks, unless the requesting party has received written permission from an administrator. This is a policy set forth by the District Office.
5. After the Technology Request Form has been received, the Library Media Specialist will respond to the requesting party, informing them if their request has been approved or denied, as well as which cart/lab they have been assigned.
6. If the requesting party decides against using the requested technology, they must notify the Library Media Specialist so the technology may be assigned to another teacher.
7. Laptop carts must be returned to the Library Media Center immediately after school on the last day of the scheduled request so the cart may be readied for another teacher. Laptop carts must be picked up the day before from 3-3:45 p.m. as we are unable to charge the carts in the library.
8. All laptop carts will be issued with a current inventory of the cart. Carts should be returned in the same condition they were issued. All laptops should be in the assigned slots with the laptops plugged in. All issues should be reported on the *Copper Canyon Laptop Checkout Form.*
9. If you encounter computer issues, please call Tony Garcia at x4153. You should also submit a Track It, found on your computer desktop.
10. All students should be assigned a laptop. This list must be returned to the Library Media Specialist. The teacher should monitor the return of laptops at the end of each class hour. This will help identify students that are damaging the laptops. This form is also available on the CCHS Tech Schedule website. If you would like this form completed for you, please email an excel spreadsheet with your class list. Students will be assigned a laptop.
11. Upon return to the library, the cart will be visually inspected for damage and order. If the cart is out of order, the teacher will remain to correct the cart.