

# RETRIEVAL AND STORAGE OF LAPTOPS

Establishing a routine for the retrieval and return of the laptops will help with classroom and time management issues.

## 1. Assign each student a computer number

No matter what type of rotation you might have, assign each student their own computer number. This will help students to take responsibility and ownership in the computer. This will also help ensure that if there is any damage to the computers you are aware of who has had the computer on each use.

## 2. Teach students not to cram the computers in the cart or pull on the cord

Two computers will be put in each slot in the cart. The power cords are hung by simple clips in the cart. Teach the students that they should not pull on the power cord because it can break the clips or pull the power block from the back of the cart.

## 3. Have students power off before they put the laptops back in the cart

## 4. Plug the computers back into the cart

Each time the computers are put back in the cart, students should get in the habit of plugging the computers back in. This will ensure that they are getting charged as needed.

## 5. DO NOT PLUG CART INTO A SURGE PROTECTOR! Only plug the cart into a wall outlet

Plugging the cart into a surge protector can be a fire hazard and cause damage to the laptops

## 6. Power cart off before unplugging

## 7. Unplug from the wall before moving the cart