**Laptop Usage Policy**

The following outline the policies regarding student laptop usage in Home Economics, Science and Art areas. This policy is put forth to ensure smooth operation, and ensure availability of these resources in the manner intended.

**Management**

Laptops shall be considered in the same way as desktop computers with regards to IT Support. Please make the IT department aware of any problems through Help Desk. In the event of theft, loss or vandalism/abuse, notify IT as soon as possible, and also make the school director aware of such incidents.

All other management responsibility lies with the department in which the laptops reside. This includes checking laptops in/out, charging, reporting issues and locking the laptop cabinet/trolley securely.

**Procedure:**

1. Unlock trolley, and remove laptops.
2. Distribute to students, noting the quantity checked out.
3. Students may log on as per normal. Laptops will operate very similarly to desktops in labs.
4. When finished at the end of class, please shut down windows (Start, Shutdown) and then close the lids. Ensure that there are no foreign objects, such as pencils under the lid.
5. Before students are dismissed, ensure same quantity of laptops are checked back in, and plugged into the chargers in the trolley.

**Charging:**

These Dell Vostro and Latitude laptops have been chosen with one of the criteria being long battery life. However, they may need to be charged for an hour about lunchtime. Laptops should always be attached to the charger in the cabinet or trolley when not being used.

**Food & Drink:**

Laptops should never be used on the same surface as food, whether preparation or eating.

**Security**

**Procedure:**

1. Only staff in the immediate area will have keys to the laptops.
2. Keys should not be borrowed to staff and especially not to students, and should stay in the office nearest the trolleys.

**Lost & Stolen Laptops**

Laptops are outfitted with tracking devices to deter and recover from the possibility of theft. In the event of theft, we have the capability of tracking the location of each device to within a few metres.

**Portability**

By nature, laptops are designed to be mobile. However, laptops in Home Ec and Art are not allowed to be taken from the buildings. Science laptops are on a movable trolley and are meant to be used on the second floor of Horizons in the Science areas only.

Students are not to move the science trolley!

**Wireless vs. Wired Network**

Laptops are connected via an 802.11n (capable of 100mbps) wireless network. This is the best speed available in the market today. However, please note that wireless will not be as fast or reliable as the wired/cabled network.

Occasional disconnections to the network are possible. This is normal, but if excessive, please notify the IT
department. Slower performance may be particularly noticeable when working with larger files, such as Photoshop files or PowerPoint. This is not a problem with our network, but it is by design.

**Installed Applications**

Laptops are loaded with standard Office applications such as Word, Excel and Outlook. Art laptops have Photoshop installed (please note warning in previous section).