Department of Education
Mobile Devices Cart Checkout Policies

This policy document pertains to Department of Education mobile computing devices. This includes the following devices/carts:

• iPads (Two carts of 25 devices in each cart)
• MacBook laptop cart (20 devices in cart)
• Windows/PC cart (25 devices)

Step 1: Make Reservation
First, make a reservation by going to the Department of Education website and clicking on “Resources” in the main menu. From there, click on “A/V Equip. Reservations”. Confirm there is an open slot for the technology cart you need for the date and time requested, and then send a checkout request for that equipment to: educationroomschedule@gmail.com.

Step 2: Obtaining Cart
Check your reservation online to verify the cart you have checked out (iPad Cart 1, iPad Cart 2, Mobile Mac Lab, Mobile PC Lab). You will be responsible for picking up the cart from the Podcast room near Reid 422, and returning it following your class. A key will be provided once you have signed this form and submitted it to Micki MacGregor (Reid 222).

Step 3: Your Responsibilities
Before Class:

• First and foremost, keep in mind that the check-out and check-in process requires at least 5 minutes at the start of class and end of class. So make sure you are planning your class agenda accordingly.
• When the cart arrives in your room, open it and verify all iPads or laptops are present.
• If any iPads or laptops are missing please report it to Nick Lux (nicholas.lux@montana.edu, x6581) immediately.
• Check that all laptops are plugged in to their chargers.
• If you find the cart in poor condition (messy wires, unplugged devices, missing devices, etc.) report it to Nick Lux (nicholas.lux@montana.edu, x6581) immediately.

Check Out:

• Use the sign-out sheet to record what student has what device. This is an absolutely critical step: If a device comes up missing you will be required to produce this list.
• Have students come to the cart in small groups, take a device, and print their name and initial upon “Check Out” on the sheet for the corresponding device.
• Make note of any problems with the laptops during class and be prepared to report those issues.
Check In

- **We ask that you do not** have students return their devices as they leave the classroom. Instead, have them return their computers using the following procedures and return to their seats. **Students will then be welcomed to leave class once you have confirmed all devices have been returned.**
- When students are finished, with their work, have them return the devices to the cart and record that they returned it on the sign-in/sign-out sheet.
- **IMPORTANT:** Please request that students ensure they return the correct device to the corresponding slot in the cart. This is an important step in ensuring the security of our devices.
- In addition, please request that students ensure that each device has been plugged into the sync/power cables.
- Once all devices have been returned, and you can confirm that they are all in the cart, you may dismiss students.

After Class:

- Verify that every device is plugged in to its charger.
- No wires should be hanging out the front. Please make an effort to keep the cart tidy.
- Email any repairs or maintenance that needs to be performed.

By signing below, you are agreeing to the above guidelines in effort to ensure the stability and security of our computing resources.

_________________________  ______________________  __________
Name (Print)              Signature  Date