**NHS Laptop Cart Norms**

1. All teachers must submit the NHS Laptop Cart Request Form at least five school days before the laptop cart is needed.

* In order to submit the form, go to [www.ctrlalttech.weeby.com/laptop-carts](http://www.ctrlalttech.weeby.com/laptop-carts).

1. Each cart, laptop, and laptop slot is numbered. Teachers must fill out a log every time a laptop cart is used, and students must sign beside the appropriate laptop number every time they use a laptop.
2. Every laptop must be shut down correctly, returned to its correct cart and slot, and plugged back in to the outlet closest to it before carts are returned.
3. Laptops are ghosted after each use, so students may not save anything to the computer.
4. A Netgear Ethernet port will allow students to use the Internet once the port is plugged into the network.
5. Teachers are responsible for the cart and laptops that they check out. If the norms listed above are not followed, laptop cart privileges may be revoked.