



Chinquapin Laptop Policy

Chinquapin has 30 Apple iBooks that reside in a mobile laptop cart which serves as a charging station. Laptops are fragile and expensive, but extremely powerful educational tools. By following the guidelines in this document, we can maximize the life of our investment.

General Care

- Do not eat or drink around the laptops.
- Treat the laptop as you would if it was your own (like a baby).
- Laptops cannot be used outside without faculty supervision.

Check-out Policies (these apply to all students unless otherwise stated by the Director of Technology)

- Laptops are available for student check-out during study hall periods only.
- Laptops must be returned **15 minutes** before study hall is over.
- A student may not lend the laptop to another student while he/she has it checked out.

Afternoon Study Hall

- **Laptops are reserved for female students during afternoon study hall** unless special permission is given by the study hall proctor. Male students may use the library or computer lab during afternoon study hall.
- Students must properly fill out the laptop checkout form, **even if he/she is using the laptop in the tech room.**

Evening Study Hall

- Library study hall students are not allowed to check out laptops unless they have a laptop specific project (as noted by a faculty member in the checkout binder). Library study hall students may use the library computers.
- Computer room access will begin at 9:00pm.

Faculty Procedures

- Faculty members can reserve laptops online for their class periods. Please limit your reservation to 2 consecutive days at a time.
- Record any laptop class projects in the "Projects" section of the check out binder on top of the laptop cart.
- Study hall proctors are responsible for keeping track of laptops during study hall and making sure that students are on task.
- Faculty should make sure that all laptops are charging after use.
- **Please make sure that the closet is locked behind you!**