

# STUDENT EOY MOBILE DEVICE & CART PROCEDURES

Updated: 4-27-18

## ~ NOTICE ~

*Please create separate help desk tickets for any issues, problems, or suggestions  
(Putting all request on the same ticket may cause some requests to be overlooked)*

### **STUDENT MOBILE DEVICES NOT IN A CART:** (i.e. iPads, Chromebooks, Laptops, etc.)

- Place all “loose” **mobile devices** & their **power cords** in a secure area
  - If you have a cart in your room and would like to lock other devices in it for the summer that is fine.
  - DO NOT** put loose student devices and their cords in your Tech Box

### **ALL STUDENT MOBILE DEVICES:**

- All mobile devices are in a cart or other locked container
  - If In A Cart:**
    - Devices are in numerical order
    - Devices are plugged into the inside cart power connections
    - Cart is unplugged from the wall
    - Cart is locked
- Reported any missing device to the Tech Dept.
- Created help desk ticket(s) for issues, problems, suggestions (*Please make separate help desk tickets for each request*)