

GLENN HILLS HIGH SCHOOL

MOBILE DEVICE CART PROCEDURES (DISTRIBUTED VIA DEPARTMENT CHAIRS)

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| THERE ARE A LIMITED NUMBER OF MOBILE DEVICE CARTS AVAILABLE. BEGINNING FALL 2024-2025 SCHOOL YEAR, THE ASSISTANT PRINCIPAL WILL ASSIGN ONE CART TO EACH DEPARTMENT CHAIR. |
| EACH DEPARTMENT CHAIR WILL BE RESPONSIBLE FOR SIGNING IN/OUT DEVICES TO TEACHERS FOR DAY USE ONLY. EACH TEACHER MUST RETURN THOSE DEVICES TO THE MOBILE CART BY THE END OF EACH DAY. DEVICES MUST BE SIGNED BACK IN TO THE DEPARTMENT CHAIR BY 2:30 PM EACH DAY. **NO EXCEPTIONS!** |
| THE NUMBER OF DEVICES STORED IN THE CART MUST BE ACCOUNTED FOR BY THE DEPARTMENT CHAIR AT THE END OF EACH DAY. |
| IF THE ADMINISTRATION IDENTIFIES A CART FOR TESTING, THIS WILL TAKE PRIORITY OVER DEPARTMENT CHAIR CHECK OUTS. |
| DEPARTMENT CHAIRS SHOULD INSTRUCT TEACHERS THAT DURING EACH CLASS PERIOD, THEY SHOULD TRACK WHICH DEVICE EACH STUDENT IS USING BY THE SERIAL NUMBER. THE SERIAL NUMBERS ARE LOCATED ON THE BOTTOM OF EACH DEVICE. KEEP THIS ON FILE IN CASE THE ADMINISTRATION ASKS FOR IT. |
| MOBILE DEVICE CARTS SHOULD NEVER BE USED WHEN THERE IS A SUBSTITUTE. DEPARTMENT CHAIRS SHOULD LOCK THE CARTS WHEN THEY ARE ABSENT. |
| TEACHERS SHOULD INSPECT THE DEVICES FOR DAMAGES BEFORE RETURNING TO THE DEPARTMENT CHAIR. |
| DEPARTMENT CHAIRS TECH REQUEST PROCEDURES  IF THERE IS AN ISSUE OR DAMAGE TO A DEVICE, PLEASE FOLLOW THESE PROCEDURES:   * SUBMIT AN INCIDENT IQ WORK ORDER TO INFORMATION TECHNOLOGY (IT). DIRECTIONS ON HOW TO SUBMIT A WORK ORDER CAN BE FOUND ON THE LIBRARY MEDIA SPECIALIST’S SCHOOL WEBPAGE. PLEASE MAKE SURE TO INCLUDE THE FOLLOWING ON YOUR WORK ORDER TICKET: CART NUMBER, DEVICE SERIAL NUMBER, DETAILS OF ISSUE BEING EXPERIENCED OR DAMAGE TO DEVICE. * TAG THE DEVICE WITH YOUR INCIDENT IQ TICKET NUMBER ON A POST IT NOTE. THE POST IT NOTE SHOULD BE EASILY SEEN, SO THAT OUR IT TECHNICIAN CAN EASILY PULL THE DEVICE FROM THE CART. ONCE AGAIN, THESE DIRECTIONS CAN BE FOUND ON THE LIBRARY MEDIA SPECIALIST’S SCHOOL WEBPAGE. * PLACE THE DEVICE BACK IN THE CART AND CONNECT IT TO A CHARGER CORD. |

THANK YOU FOR YOUR COOPERATION!