

School of Engineering and Biomedical Science Laptop Check-out Procedure

Laptop computers are available for check out to students who, although they are diligently working during provided class time, need additional time with a machine to properly complete assignments that require technology. Below is the procedure that must be followed for checking out a laptop for this purpose.

1. Ask the teacher who assigned the project for a laptop check out form (or print one from the web).
 2. Complete the first three lines of the form (except Teacher Signature).
 3. Obtain the signature of the teacher that assigned the project or homework that requires the laptop.
 4. At the beginning of your last block, inform your teacher that you will need to be excused at the end of class to check out a laptop.
 5. Five minutes before the end of class, show your teacher the check-out form and ask to be excused.
 6. Obtain the laptop that you wish to check out. Record the ID and serial number on the form. Also record additional items that you will be checking out, such as a laptop bag.
 7. Boot the computer, log on, and look for any damage, preferences changes, etc. for which you do not want to be held accountable. (If an AutoDesk product is required, also run the program to check out a license.)
 8. Record any issues in the space provided on the form.
 9. Wait for Mr. Musso to look the machine over.
 10. When he has approved the form, sign and date it. Turn in the form.
 11. On the day equipment is to be returned, at least 15 minutes before school begins, the student must bring the equipment to the Tech Lab and boot the machine.
 12. Once Mr. Musso has inspected the machine and signed the form, the student may go to first block.
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- The teacher who assigned the project requiring equipment check-out provides the form and verifies that the reason for check out pertains to a project or assignment in his/her class.
 - Seventh block teachers need to excuse those students requiring equipment five minutes before the end of class so that they have time to prepare the machine for inspection.
 - First block teachers may need to excuse students who are late due to circumstances beyond their control as it pertains to returning equipment.