

## KENNEDYS LAPTOP DISTRIBUTION GUIDELINES

1. Each student will have an assigned numbered laptop computer matching their assigned seating chart in class.
2. No students are permitted access to pick-up their laptop until teacher has given permission.
3. Must plug-in the power cord upon returning laptop to cart for re-charging the last 15-minutes of class.
4. Must pick-up laptop using both hands and holding from the bottom of the computer and not the computer screen.
5. Laptop must sit properly on desk and not on floor or your body during use.
6. Must notify teacher immediately if your laptop is not operating properly or if a part is damaged or missing. Failure to notify teacher will make student responsible to administrator.
7. All laptops must be wiped down and sanitized each Friday prior to returning to cart. (assigned students get service hours!)

*All students must sign this agreement contract regarding the use and operation of laptops in Mr. Kennedy's marketing class prior to use. Failure to follow these important instructions will result in your privilege revoked, temporarily or permanently, for using a laptop in classroom.*