

SHS Computer Cart & Lab Norms

Reserving:

Always reserve a computer cart & use the cart you reserved.

Do not reserve a cart/lab for more than a week at a time.

Do not reserve carts for periods you are not actually using them & please do not reserve computer carts “just in case.”

Returning:

Allow ample time to put away & return cart before the end of the period.

If you are late in returning a computer cart, please check to see if someone else is waiting for it & communicate accordingly.

Always return computer carts to their designated area - locked & plug in.

If you have a substitute using carts, be sure all these rules are communicated.