

Williamson County Schools

WCS Laptop Procedures

The Information Technology Department (hereto referred as IT DEPT) provides laptops for specific teacher and staff personnel (hereto referred as USERS) to facilitate fulfillment of job responsibilities. Laptops are governed by Williamson County Schools Board Policy, WCS Computer Guidelines and the Software Purchasing Procedures. The procedures in this document apply to all USERS who receive Williamson County School provided laptops. Each PRINCIPAL is responsible for insuring that Williamson County School Board Policy as it relates to computer equipment and use, WCS Computer Guidelines and Software Purchasing Procedures are followed by their school staff.

Section I: Beginning of Year Procedures

IT DEPT

1. Prior to each school year, the IT DEPT will work with local and Central Office administrators to obtain the number of USERS who require laptops.
2. The IT DEPT will inventory all laptops and keep all records.
3. The IT DEPT will distribute the WCS Laptop Agreement form to the Principal at each school prior to distributing laptops to school staff.
4. The IT DEPT will distribute each laptop to the appropriate USER.
5. In addition to the laptop, the IT DEPT will provide each USER 1 laptop bag, 1 power supply, 1 mouse, all the appropriate cables and one additional network patch cable.
6. The IT DEPT will insure that each laptop has been setup and named correctly.
7. The IT DEPT will make sure all laptop images are up-to-date prior to distribution.

USERS

1. Each USER must sign a new laptop agreement each year before receiving a laptop.
2. USERS are responsible for insuring that all equipment is used in accordance to Williamson County School Board Policy.
3. All USERS must abide by the WCS Computer guidelines.
4. USERS will not receive the same laptop from year to year.

PRINCIPALS

1. Each PRINCIPAL is responsible for insuring that Williamson County School Board Policy as it related to computer equipment and use and WCS Computer Guidelines are followed by all school staff.
2. Each PRINCIPAL is responsible for distributing the WCS Laptop Procedure form to their staff prior to distribution.

Section II: End of Year Procedures

USERS

1. All USERS must return the laptops to the designated IT DEPT personnel during the last days of school. USERS will be notified exactly when and where to return the laptops.
2. When returning the laptop, you must include 1 laptop, 1 laptop bag, 1 power supply, 1 mouse and 1 network cable. (The docking station and the attached mouse, power supply and all other equipment and cables attached to the docking station will stay in the room.) The USER is responsible for missing and damaged items.
3. Each USER will sign the "check in" area of the WCS Laptop Agreement.

IT DEPT

1. The IT DEPT will provide the USERS with the appropriate "check in" paperwork to be signed.
2. The IT DEPT will sign the WCS Laptop Agreement form when all procedures have been met.
3. The IT DEPT will inventory all checked in equipment and report missing inventory.
4. The IT DEPT will inspect all equipment for damage and missing parts and document all instances.
5. Missing Laptops, missing parts and equipment damage will be reported to the PRINCIPAL.
6. The IT DEPT will secure all equipment for the summer.

PRINCIPALS

1. In the event a USER has not returned all necessary equipment, the PRINCIPAL is responsible for making sure all equipment is returned to the IT DEPT.
2. The PRINCIPAL will make all arrangements to obtain any equipment not turned in during the laptop return dates.

Section III: Summer Use Procedures**USERS**

1. USERS may check out a laptop for summer use. However, the laptop assigned to the USER previously, must be returned and checked in before a summer laptop will be checked out.
2. USERS must sign a new WCS Laptop Agreement form for summer use.
3. No USER will receive equipment if their employment will be terminated before the next school year.
4. USERS may not receive the same laptop they used during the regular school year.
5. Summer USERS must bring the laptop and accessories back with them on the first day of school.
6. Summer USERS will be notified during the first few days of the next school year when and where to return the laptops for re-imaging by the IT DEPT.

IT DEPT

1. The IT DEPT will inventory all laptops to be checked out for summer use and keep all records.
2. The IT DEPT will distribute the WCS Laptop Agreement form to each summer USER and insure the form is signed before distributing a summer laptop.
3. The IT DEPT will distribute each laptop to the appropriate summer USER at a designated time and place.
4. In addition to the laptop, the IT DEPT will provide each summer USER 1 laptop bag, 1 power supply, 1 mouse, all the appropriate cables and one additional network patch cable.
5. The IT DEPT will inventory all checked in equipment at the beginning of the next school year and report missing inventory.
6. The IT DEPT will inspect all equipment for damage and missing parts and document all instances.
7. Missing laptops, missing parts and equipment damage will be reported to the PRINCIPAL.

PRINCIPALS

1. Each PRINCIPAL is responsible for insuring that Williamson County School Board Policy as it related to computer equipment and use and WCS Computer Guidelines are followed by all school staff.
2. In the event a USER has not returned all necessary equipment at the beginning of the next school year, the PRINCIPAL is responsible for making sure all equipment is returned to the IT DEPT.
3. The PRINCIPAL will make all arrangements to obtain any equipment not turned in from summer use.

Section IV: Distribution of Computers During a School Year

Part A: Growth USERS Hired During a Regular School Year

1. A new growth USER during the school year will contact the site based Network Assistant to enter a Work Order for the new USER to be delivered a new laptop kit.
2. The new USER must obtain and sign the WCS Laptop Agreement form.
3. After the IT DEPT receives a signed WCS Laptop Agreement form, the IT DEPT will inventory the laptop and deliver the laptop kit to the appropriate room.
4. The laptop kit will contain 1 laptop, 1 laptop bag, 1 power supply, 1 mouse and 1 network cable. (The docking station and the attached mouse, power supply and all other equipment and cables attached to the docking station will be setup in the room by the IT DEPT.)
5. The IT DEPT will provide setup and insure all equipment is functioning properly.
6. USERS are responsible for insuring that all equipment is used in accordance to Williamson County School Board Policy and must abide by the WCS Computer guidelines.

Part B: Exiting USER Replacement by a New USER

1. When a new USER permanently replaces an exiting USER during the scholastic year, the IT DEPT must be contacted by the PRINCIPAL.
2. The exiting USER must check in the laptop by signing the WCS Laptop Agreement form under the "check in" section.
3. The exiting USER must return to the IT DEPT the following items; 1 laptop, 1 laptop bag, 1 power supply, 1 mouse and 1 network cable. (The docking station and the attached mouse, power supply and all other equipment and cables attached to the docking station will stay in the room.) The exiting USER is responsible for missing and damaged items.
4. The new USER will contact the site based Network Assistant to enter a Work Order for the new USER to be delivered a new laptop kit.
5. The new USER must obtain and sign the WCS Laptop Agreement form.
6. After the IT DEPT receives a signed WCS Laptop Agreement form, the IT DEPT will inventory the laptop and deliver the laptop kit to the appropriate room.
7. The laptop kit will contain 1 laptop, 1 laptop bag, 1 power supply, 1 mouse and 1 network cable. (The docking station and the attached mouse, power supply and all other equipment and cables attached to the docking station will stay in the room.)
8. The IT DEPT will provide setup and insure all equipment is functioning properly.
9. USERS are responsible for insuring that all equipment is used in accordance to Williamson County School Board Policy and must abide by the WCS Computer guidelines.

Part C: Interim Personnel

1. Interim USERS will only receive a laptop if they are a full time employee of Williamson County Schools and are temporarily replacing an existing USER for a minimum of 4 consecutive weeks.
2. If the above condition is met, the USER on leave must contact the PRINCIPAL before leave begins.
3. The PRINCIPAL will notify the on site Network Assistant of the change. The Network Assistant will place a work order so that the laptop can be changed over to the interim USER.
4. The exiting USER must check in the laptop by signing the WCS Laptop Agreement form under the "check in" section.
5. The exiting USER must return to the IT DEPT the following items; 1 laptop, 1 laptop bag, 1 power supply, 1 mouse and 1 network cable. (The docking station and the attached mouse, power supply and all other equipment and cables attached to the docking station will stay in the room.) The exiting USER is responsible for missing and damaged items.
6. The interim USER must obtain and sign the WCS Laptop Agreement form.
7. After the IT DEPT receives a signed WCS Laptop Agreement form, the IT DEPT will inventory the laptop and deliver the laptop kit to the appropriate room.

8. The laptop kit will contain 1 laptop, 1 laptop bag, 2 power supplies, 2 mice, 1 docking station, all appropriate cables for peripherals and 2 network patch cables.
9. The IT DEPT will provide setup and insure all equipment is functioning properly.
10. Interim USERS are responsible for insuring that all equipment is used in accordance to Williamson County School Board Policy and must abide by the WCS Computer guidelines.
11. At the end of the temporary placement the interim USER returns the laptop kit and signs the WCS Laptop Agreement in the "check in" section.
12. The returning USER on leave signs a new WCS Laptop Agreement and receives the laptop kit from the IT DEPT.

Part D: Transfers During The Year

1. If a USER transfers from one location to another without a personnel replacement at the original location, the USER will return the laptop and all equipment to the local IT DEPT personnel.
2. The transferring USER must check in the laptop by signing the WCS Laptop Agreement form under the "check in" section.
3. Once the USER arrives at the new location, the USER must contact the site based Network Assistant to enter a Work Order for the new USER to be delivered a new laptop kit from that location.
4. The new USER must obtain and sign a new WCS Laptop Agreement form.
5. After the IT DEPT receives a signed WCS Laptop Agreement form, the IT DEPT will inventory the laptop and deliver the laptop kit to the appropriate room.
6. The laptop kit will contain 1 laptop, 1 laptop bag, 1 power supply, 1 mouse and 1 network cable. (The docking station and the attached mouse, power supply and all other equipment and cables attached to the docking station will stay in the room.)
7. The IT DEPT will provide setup and insure all equipment is functioning properly.
8. USERS are responsible for insuring that all equipment is used in accordance to Williamson County School Board Policy and must abide by the WCS Computer guidelines.