



Laptop Computer Protocol: School-Age Program

Computer Storage and Use:

Laptops and external hard drives will not be given to Lead, Associate or Assistant teachers without permission from a Program or Site director. The Whale laptop will remain in the locked office cabinet when not in use and cannot be taken off site without a program director's approval.

All laptops and external drives will be stored in their laptop case in a locked storage area.

All laptops and external drives are not to be left unattended in a public space.

Laptops should be plugged in while in use. If the battery is running low, they must be plugged in and charged before putting away.

Laptops must be shut down (not just logged off) before being put in the case and locked in the storage cabinet.

When shutting down, if the computer displays that it is updating, **DO NOT SHUT THE COMPUTER DOWN OR ALLOW THE BATTERY TO RUN DOWN DURING THIS PROCESS.** If you are running out of time and cannot stay with the computer while it finishes updating, please see a program director for assistance. These updates are very important for the continued health of the computer and the programs installed on it.

No personal items such as photos, letters, etc. shall be kept on the laptops or external hard drives.

Besides photos, most documents should be stored on the CEC Oak Grove server, or at least moved there for filing and access.

Laptops are to be used for CEC classroom business only, no Facebook, Instagram or other social media is allowed.

Photo Downloading and Storage:

Teachers will delete unusable photos from the camera before downloading.

All photos shall be downloaded by teachers from the camera onto the computer into the folder for the current month. *Step by step instructions for downloading will be distributed soon.*

Photos should be erased from the camera's memory card after downloading.

Newly downloaded photos will be copied by the teachers onto the classroom/site's external hard drive into the folder for the current month for transfer by Ellen/Allegra onto the picture server for long term storage.

The laptops are set up with folders for photos and portfolios. Teachers may add additional folders within each of these as needed, such as one folder per child for photo sorting.