Care and Security for Portable Devices Provided by the
Assistive Technology Resource Center

- Portable Devices must be carried inside the bag provided with the zipper closed. Damaged bags should be reported immediately.

- No other school supplies, etc. should be carried in the bag except the portable device.

- Objects should not be placed/stored on the keyboard or screen.

- Portable devices should be used while seated at a desk. The device should be placed on the center of the desk, not near the edge.

- Cords/cables that are attached to the portable devices should not cross or obstruct walkways.

- WHILE NOT IN USE:
  - during resource periods, lunch, PE etc) the device must kept in a secure place determined by staff and student.

  - when seated at a desk the portable device must be secured in the bag by the student’s desk – not placed on the floor.

- While on the bus, the portable device must be placed on the seat next to him/her.

- The school staff (to be identified) must be responsible for checking and assessing the condition of the portable device each week.

- All concerns or damages noted by the teacher/parent must be reported to the Assistive Technology Service Provider (ATSP) and the Technology staff assigned to the school immediately.

- All damages must be documented by school staff, which will result in a meeting with the student, parents, school staff and the ATSP.

- Upon request by NNPS staff/ATSP, the laptop must be turned in within 48 hours.

Date Reviewed: ______________________________

Student Name: ______________________________ Signature: _______________________________________

School: ______________________________ School Contact: _______________________________

Laptop Silver Tag & AT # ______________________________

Parent Signature: __________________________ Teacher Signature: __________________________

ATSP Signature: ___________________________ Other: ________________________________________