

Technology Information Services

12511 Warwick Boulevard, Suite A, Newport News, VA 23606 • phone: 757-881-5461 • fax: 757-881-5461

**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/or her.
- The school staff (to be identified) must be responsible for checking and assessing the condition of the portable device each week.
School staff _____
- 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: _____