

ZHS Media Procedures

1. Katie Tucker, email kjeffcot@pasco.k12.fl.us
2. Email me if you need/want to:
 - a. Use the media center to hold class
 - b. Check out a laptop cart
 - c. A poster made
 - d. Something laminated
 - e. *No more forms*
3. Laptop cart procedures
 - a. You may check out a laptop cart for as long as you need it (except during testing and the annual tech audit)
 - b. The cart and computers within will be your responsibility.
 - i. Best practices:
 1. Assign the same computer to the same kid and document it in the binder. I.e: 1st period, Johnny Smith will always be computer number one. 2nd period, Sally Mae will always be computer number one. This way we can track any damage or misuse down to 5 kids.
 2. When it's time to put away the computers, stand by the cart, have the student open the device to show you if any damage has occurred. If physical damage has occurred, send the device down to me and put an "out for repair/service" sheet in its spot. If you have a software issue, do a hard reset of holding down the power button until it all goes black, wait 15 seconds, then restart. This is what I am going to do. If that doesn't work, send the computer down and I will put in a web help desk ticket.
 3. Make sure the computers are plugged into the correct slots. If the cart is returned to the media out of order, I will bring it back to you.
 4. Keep the cart always plugged into the blue outlets.
 5. Do not share devices with another class or take computers from another cart. If a teacher asks you for a few computers do not give them away. That teacher needs to contact me to get devices. The computers in your cart should never leave your room. There are plenty of carts to go around. I also have tubs of 5-6 computers if only a few are needed.
4. Web help desk ticket
 - a. If you are having technical problems with your laptop, printer, projector, document camera, top cat or screen beam: You may enter your own tech ticket if you desire. I also have no problem coming to you and troubleshooting.
 - b. Web help desk tickets can be found in MyPascoConnect. You can just type "Web Help Desk" in the search bar, and it will appear with an image of a boats' life saver.

5. Textbooks and consumables

- a. These will not be checked out to you or the students but will be stored in your room and you will be responsible for loss and damages.

6. Students and the media

- a. I want students to come to the media. Whether it's to check out books, a place to study, a place to get caught up on homework, or to use computers for research and word processing.
- b. I will be making media passes for each class. The only thing I ask:
 - i. Only 2 students per pass, if you send more, I will send them back to class.
 - ii. No backpacks if they are coming down just to check out books. Backpacks are ok for homework and computer use.