



 Department of Education and Training

Technology and Equipment Policy

Use of Technology and Equipment

- Any special set-up, presentation or equipment needs must be included on the reservation request.
- If there is a change to the requested set-up or equipment need, please let Tony x64655 know as soon as possible. **Last minute changes are not guaranteed.**
- Classes using laptops are responsible for set-up and storage of laptops. Laptops must be checked out with DET staff. Please arrive at least 30 minutes prior to class to ensure set-up is complete.
- Provide at least **24 hours advanced notice** when cancelling a reservation – contact Tony x64655.
- Presenters are responsible to test their own equipment, presentations, audio and video prior to the workshop. We are not responsible for fixing problems with presentation media during the presentation.
- If software installation is required, it must be done at least one week prior to the workshop. We cannot install software the day of the workshop.

Best Practices

- Food and drink are **NOT** allowed on technology surfaces.
- Patrons must treat equipment with respect at all times.
- Do NOT store patient information on laptops.
- Presenters are responsible for knowing how their equipment works. We are not responsible for troubleshooting outside equipment the day of the presentation.
- All presentations transferred to Learning Center computers must be free of viruses. All thumb drives connected to Learning Center computers must be scanned for viruses prior to the presentation day.
- Please follow AV and Laptop instructions provided. **Do not attempt at troubleshooting equipment.**

**For Question Regarding Equipment and Technology Contact
Ben Briones, IT Operations Support Administrator
(415) 206-4579**

