

Mobile Computer Lab

Rules

1. Mobile Computer Lab will **ONLY** be checked out to teachers—**NO SUB**.
2. Daily Check-Out—Computers will be checked out through the library. The Mobile Computer lab will be stored locked and behind a locked door.
3. Length of Check-Out will be limited to One Week. If there is no one scheduled to use it, you make check it out for the next week.
4. Each teacher will have a Computer Sign-Out sheet in his/her classroom. This will be used to track student use of computers. Number on the computer should correspond with student sign-in number.
5. There will be **NO FOOD, DRINKS, OR GUM** allowed in the classroom when the Mobile Lab is in your room.
6. Students will wash their hands prior to using the lab.
7. Students when getting and putting the laptop back into the cart will use two hands. Teachers may need to assist student putting the laptops back into the cart due to the location of the plugs.
8. Laptops battery life will allow you three (3) consecutive hours, generally. Battery life depends on what type of task you are working on. At the end of the day, the teacher is responsible for making sure each laptop is plugged into its power supply and that the cart has been plugged into an electric outlet to re-charge the batteries for the next day.
9. No pencils or pens should be used as a pointer when showing a student something on the screen.
10. Please ask student **NOT TO TOUCH THE LAPTOP SCREEN**.
11. No single laptop check-out. The whole unit has to be checked out.
12. Teachers **WILL NOT** leave the room for **ANY REASON**, while the Mobile Lab is in their classroom.
13. None or limited student movement when laptops are on student desk.
14. All student work will be saved to a jump/flash/USB storage drive.
15. Printing procedures will be determined by each individual school.
16. Remember, the Mobile Lab is to be used for **INSTRUCTIONAL PURPOSES ONLY**, no card playing, hunting games, or things of that nature.