

Wireless Mobile Computer Cart Lab Use Guidelines

We have 3 wireless mobile computer cart labs available for checkout. Each cart holds 15 computers. Software available includes Windows 2000, Office 2000 (Word, Excel, PowerPoint, Publisher), Inspiration, and Internet. Cooperative Learning strategies are highly recommended when using technology with students.

The laptops do not have floppy "A" drives. However each cart will have 6 external floppy "A" drives available for use that will come on line immediately when plugged in.

MOBILE LAB USAGE AND PROCEDURES

Check out Procedure: Teacher Mobile Lab In-service is required prior to checking out lab for the first time. Call or visit S11 Title One Office (72792) to arrange in-service and reserve a mobile lab cart. State the activity the mobile lab will be used for. Use limited to 3 consecutive days unless otherwise approved by Dave Munroe. Cart must be returned to Title One office at the end of each day.
*Students are not allowed to move cart

Cart Usage:

1. Plug in the two outside plugs into the same classroom outlet
2. Connect hub with cable to network drop (orange plug) in classroom
3. Carefully remove each laptop from power cord and record the student name on the Inventory Sheet
4. Students will log in with the user name "student" and no password
5. At the end of the period, have students shut down laptops correctly by going through the "start" menu.
6. At the end of each period, place each laptop carefully into the correct slot in the cart with the Wireless NIC cards pointing outward and plug in the power cord so the laptops can recharge between periods.
7. Each period, do a quick visual check to make sure all laptops, wireless NIC cards, and disk drives and other peripherals are accounted for. Note any problems you may encounter on the Inventory Sheet and make sure the Title One office is aware of issues when cart is returned at the end of the day. Return the Inventory sheet to the sign-in binder.
8. Return cart to S11 at the end of each day.

External Floppy "A" drives: The drives use USB and can be plugged into the laptop while the laptop is on. Just make sure that you "release" the drive using the icon in the lower right corner of the task bar when removing the drive.

Email: As an alternative to hard copy, you could have your students email you their completed work in file format. If you would like your students to have filtered email capabilities, please contact Helen Herzog to set up an account for you on Gaggle.net. Each teacher will have to manage his/her own student accounts. Arrange with Helen to in-service you on an open Wednesday.

Printing: Printers for the carts are on order. Until then, students can save to floppy and print from your classroom printer, print from another location, or email you the file. To prevent indiscriminate printing and wasting of resources, please use

1. Print Preview
2. Your own paper
3. Title one provides ink

Monitoring: **Please constantly monitor your students in your class while computers are in use. Watch for**

1. Students marking screens with fingers, pencils or erasers	4. Downloading and installing files or programs onto the computers
2. Dirty hands on keyboards	5. Not using print preview
3. Inappropriate sites	6. Proper shutdown procedure