

**MOBILE WIRELESS COMPUTER LAB
POLICIES AND PROCEDURES**

CHECK OUT POLICY

- All reservations for the lab must be made online at the Media Center and Lab Scheduling Page.
- Daily Check-Out—Computers will be checked out through the library.
- No single laptop check-out will be available – The entire unit must be checked out.
- Teachers WILL NOT leave the room for ANY REASON, while the Mobile Lab is unlocked and in use in the classroom.

COMPONENTS OF THE MOBILE WIRELESS COMPUTER LAB

- 28-30 HP 400 Laptops

***BATTERY LIFE**

- Laptops battery life will allow four (4) consecutive hours, generally.
- Battery life depends on what type of task is being completed. 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 electrical outlet to recharge the batteries.

STORING THE CART OVERNIGHT

- IMPORTANT! Always store the cart with the power cords plugged in to wall outlets so that the computers are charging. When returning the computers to the media center, the teacher must plug the cart into the wall outlets.
- The teacher is responsible for returning the mobile lab to the Media Center after he/she is finished using it.
- If the teacher has the mobile lab reserved for consecutive days, he/she may keep the cart in the classroom overnight, making sure that the cart is connected to power and that the laptops are also each connected to power.

FAIR USE

- To allow all classrooms equal time for the mobile lab, teachers will not be allowed to reserve the mobile lab for more than one week.
- The Mobile Lab should be available for use in all classrooms and should be shared equally.
- The Media Specialist has the authority to refuse the mobile lab to any teacher or reschedule the class to the computer lab in the media center.

REPAIRS/DAMAGE

- Report any suspected problems with equipment or software to the Media Specialist. Do not attempt to repair or disassemble any lab equipment.

SUBSTITUTE TEACHERS

- The mobile lab will not be allowed in classrooms with substitute teachers. **NO EXCEPTIONS!**

STUDENT USE POLICY

It is the responsibility of the classroom teacher to teach students the proper use and care of the laptop computer. Some of the items that must be reviewed with students include:

- The Mobile Wireless Computer Lab is governed by the Richmond County Schools Internet Acceptable Usage Policy.
- There will be NO FOOD, DRINKS, OR GUM allowed in the classroom when the Mobile Lab is in your room.
- No horseplay around the computers.
- Do not touch the monitor or attempt to clean the monitor.
- Pencils or pens should not be used as a pointer when showing a student something on the screen.
- Students should come to class with clean hands.
- When the student is finished using the computer, it should be returned to the cart. Students must use two hands when handling the laptops. Teachers may need to assist the student putting the laptops back into the cart due to the location of the plugs
- Playing games is not permitted.
- Remember, the Mobile Lab is to be used for INSTRUCTIONAL PURPOSES ONLY -- no card playing, hunting games, or things of that nature.
- If students need to leave their desks, they should put the computer back in the cart or on a table or counter top in the classroom. **Do not leave computers unattended on student desks.**