

T. S Cooper Elementary School

Procedures for the Mobile Computer Lab

1. Students may NOT use the computers to get on the Internet unless they have returned his/her Acceptable Use Policy. Please check with Mrs. Wanda Harrell if you have questions.
2. Teachers should sign up for the laptop lab with Mrs. Wanda Harrell in the computer lab.
3. Teachers may check the lab out for no more than 3 consecutive days but must return the lab to the library at the end of each day for charging and securing of laptops.
4. Each student is assigned a specific numbered laptop. A list will be provided for each grade level. It is suggested that you keep a copy in your grade book. A file will also be included on the laptop cart.
5. Teachers should issue laptops to **seated students** and collect laptops at the end of every class period **while students are still seated**. Teachers should scan for damages **every class period**. This can be done as you collect them.
6. If you have **more than 15** students in a class, ***it is advisable to ask for assistance from another adult***, such as a teacher assistant or parent volunteer for monitoring purposes.
7. Laptops must remain with the cart at all times. **DO NOT SHARE laptops with other teachers.**
8. DO NOT permit candy, food, or drinks on/near cart nor near laptops.
9. The teacher that checks out the mobile lab is responsible for the condition in which it is returned. Any problems should be reported to Mrs. Janice Askew. Please use the document included on the cart to report problems.
10. If your class needs headphones, please see Miss Wanda.
11. Have students use hand sanitizer before operating laptops.
12. Follow safety instructions for handling the cart as printed on the side.