

Computer Lab and iPad Cart Guidelines

Computer Labs:

- Use online sign up procedures on the GHS Technology Resources Website
- Keep computer labs locked and free of students when a teacher is not present
- NO food or drink around any computers. NO EXCEPTIONS.
- If you are the last one to use the lab for that day, have students shut down all computers.
- Check lab for trash or stray books before leaving.
- If you encounter any computers that are not working, put in a work order for them. Include the number on the bar code sticker.
- While your class is in the lab, make sure you walk around and monitor what they students are doing.
- Do NOT allow students to take the side panels off the computers. They try to do this to plug their headphones in.

iPad Carts:

Scheduling Use:

- iPad labs will be scheduled for use the same way that the computer labs are scheduled. You will find a page on the Technology Resources page labeled "iPad Lab Calendars." It has the same password protecting it.

iPad Use in Classroom:

- NEVER leave an iPad cart to be used by a substitute teacher. It does not matter who the substitute is. Leaving an iPad cart for a substitute to use puts both yourself and the substitute in a compromising situation if an iPad should disappear.
- iPad labs MAY NOT be separated into different classrooms. The labs must remain together in the same classroom for use. This is a security and maintenance issue. This is a non-negotiable.
- Checking iPads in and out to students: **THIS IS NON-NEGOTIABLE. Do not substitute your own procedure.**
 - There is an accordion folder with each cart that has pockets 1-30. You will take the student's ID (check to make sure it is a correct ID) and put it in the accordion file that corresponds with the numbered iPad that you will issue to the student for classroom use.
 - If a student exchanges an iPad because it is not working or has a low battery, make sure you move the ID to the new slot.
 - If the accordion folder is missing, let Mrs. Mallard know immediately and use a sign in and out form for the day. The teacher ONLY should assign iPads and write down student names.
 - The teacher is the only one that should be taking iPads in and out of the cart. NEVER let students retrieve or replace iPads no matter how good you think your students are. You are ultimately responsible for the iPads.
- When issuing iPads to students follow the "thumbs on top" rule. Make sure the students take the iPad from you with their thumbs on top of the iPad. They should not carry the iPad like a serving tray.
- Allow enough time at the end of the class to take up the iPads. You do not want them "throwing" iPads at you. If you forget, make students wait and write them passes. iPads will walk out if you are not in control of the return process.

- When iPads are not in use, keep the cart locked. Never leave the cart unattended and unlocked.
- Please return the iPad labs at the end of the day to the appropriate locations. Make sure all iPads are plugged in.
- If you need an app loaded on the iPads, put in a work order for it.

Procedure for Missing iPad:

- If an iPad comes up missing follow the procedure below: (Non-negotiable)
 - Notify an administrator immediately so he/she may come to your room to conduct a search of student belongings if possible.
 - NEVER search student belongings yourself. This must be done by administration/resource officer.
 - Have administrator immediately contact Tony Vega so he can lock down the iPad. Make sure you have the number of the iPad and the cart information (2nd floor, 3rd, floor, 500 modular, 900 modular) ready to tell Tony.
 - Notify Mrs. Mallard (678-508-0279) as soon as administrator and Tony Vega have been notified.
 - Check the iPad cart when you get it to make sure all iPads that should be in the cart are there. If you find one is missing, let Mrs. Mallard and Tony Vega know immediately.