

Laptop Mobile Lab Policy

Purpose of Policy

1. Rules that must be followed regarding student and staff responsibilities in use of laptops.
2. Laptop Policy to be used in addition to “Acceptable Use Policy”.

Laptop Lab Usage

The Laptop lab is a mobile computer lab available for Middle School classroom usage.

Laptops are **not** to be **distributed singly**.

The mobile lab will be checked out to a classroom teacher as **a unit**. The teacher will have the responsibility for pick up and **safe return** of the mobile lab to middle school computer lab 76 by 2:30 **daily**.

The IT department and classroom teacher are responsible that students understand and follow the rules for laptop use in the classroom. Keys to lock cart will be held by IT Dept.

Teacher’s Role

1. Sign up is done in the Online Calendar
2. Teachers are responsible for the laptop cart: moving the cart, locking and unlocking the cart, recharging, and making sure all laptops are returned to lab 76 and are locked safely in the cart at the end of the usage.
3. Each classroom will have in place a protocol for distribution and collection of the laptops to students.
4. Teachers need to monitor student use: no downloading of games or music. Non-educational games are forbidden on any laptop.
5. Substitute teachers **cannot** use the *mobile* laptop cart.
6. Prepare backup lesson plans to use if the computer network is down.
7. Teacher will describe laptop’s offense, sign and date the back of the student’s user license.

Student’s Role (Following an Orientation)

1. Students will be assigned a laptop user license.
2. Students will not swap computer with another student.
3. Students are to keep passwords private.
4. The laptop is for use as a tool for learning and must be handled with care.
5. Student use of laptop is a privilege, not a right. The privilege can be revoked.
6. Infractions for improper use of the laptop computer will be recorded on the user’s license.
7. Laptops history will be checked for unapproved files. When inappropriate material is found computer privilege will be taken away. The time frame to be determined by the technology coordinator.

Rules: Respectful, Responsible and Ethical Use and Care of Laptops

1. Follow normal school rules – no running, fighting, pushing, shoving, etc. around any computer.
2. No food or drinks near the computers and make sure hands are clean.
3. Carry with two hands.
4. Set laptops flat on the desk (not on papers or other materials).
5. No pencils, pens, or fingers should touch the screen.
6. Open and close the computer carefully.
7. Type gently on the keyboard.
8. Save to your H: drive. Sometimes computers require time to do their job, be patient.
9. Do not change any settings on the computer and use only the applications/programs assigned by your teacher.
10. Do not download anything without your teacher's permission.
11. Ask permission before printing.
12. When storing laptops on a cart make sure the laptop number matches the number on the cart's slot and the electrical port is on the bottom and facing out.
13. Staff only will move the cart of multiple laptops. **Students do not** move the cart to or from the classroom.
14. **Students do not** connect or disconnect the hub or power sources.
15. Do not insert things into openings of the laptop.

Student Offenses

NOTE: 4 Offenses result in the "USER LICENSE" being "**revoked**".

User License "**punched**" for the following MINOR infractions:

1. Touching the laptop screen with any body part or anything attached to a body part.
2. Reaching over and "driving" a laptop when it is not your turn.
3. Hitting laptop keys unnecessarily hard.
4. Picking a laptop up and moving it around unnecessarily.
5. Playing with the screen- (i.e.: tilting it back and forth, closing a screen hard).
6. Attempting to remove any part of a laptop.
7. Changing any of the settings on a laptop (i.e.: screen wallpaper and etc.) or downloading anything without teacher approval.
8. Having food/drink/pencils, etc. on desk when using a laptop.
9. Lack of self-control while using a laptop.
10. Turning laptop off without properly shutting down.
11. Printing without selecting the correct printer.
12. General misuse of laptop not mentioned above.

User License "**revoked**" for the following MAJOR infractions:

1. Scratching or attempting to scratch the screen.
2. Touching a laptop screen with a pencil or sharp object.
3. Breaking any part of the laptop.
4. Sticking any objects into or underneath the laptop keys.
5. Dropping the laptop due to careless behavior (i.e.: running, etc)
6. Having a liquid near the laptop or spilling a liquid or food on the laptop.
7. Receiving 4 punches.