



Lee's Summit R-7 School District Wireless Laptop Lab Procedures

The following procedures will help teachers understand how to implement the wireless laptop lab into the classroom. Please take the time to read and understand the following guidelines.

General Guidelines:

- A. All teachers who plan on using the wireless lab must attend a training session on the proper use of the lab.
- B. This procedures form must be signed by the teacher to show that he/she has read the guidelines and understands the laptop procedures.
- C. All teachers must present the **Wireless Laptop Lab Student Overview** to their students prior to using the lab the first time. The student overview can be found at this address: http://its.leesummit.k12.mo.us/wireless_lab.htm
- D. A TEACHER must pick up the lab. No student is allowed to move the lab at any time.
- E. Take students to building computer lab to practice logging on under their own user names and passwords if they are not familiar with this process.
- F. Reserve the wireless lab following your building checkout policy.
- G. Familiarize yourself with the operation of the wireless cart and laptops.
- H. Always assign students a specific numbered laptop and record these numbers somewhere (grade book, sign-up sheet, etc.).
- I. Determine where the cart will be placed in your room. The technology clerk can help you with this step.
 - a. Place the cart in a location where it will not be bumped.
 - b. The cart must be near a network connection.
 - c. The cart must be near an electrical outlet.
- J. The wireless laptop lab should only be used by students in grades 3 and up.
- K. Laptops will always run on battery power. The power cords are **not** to be taken out of the cart.
- L. Do a visual check of each laptop before and after use of the wireless lab making note of any problems with the laptops. Report problems by using Lotus Notes to your building technology clerk. Report error message if possible on the email.
- M. It is the responsibility of the teacher who last used the laptop lab to return it to the proper location and make certain that the battery charging process is started.
- N. The entire lab must be checked out at once. The lab cannot be broken up and used in different locations at one time.
- O. Laptops cannot be checked out overnight by any student.
- P. Post the **Student Guidelines – Wireless Laptop Lab Dos and Don'ts** sheet in your classroom.
- Q. The wireless laptop lab has 2 batteries. It does not have a Floppy A: drive or a CD Rom drive. (Approximate life of 2 fully charged batteries is 6-7 hours.)

The Day of Use

Preparation

1. Move the cart to and place it in your room.
 - a. Do not leave the cart unattended in the hallway.
 - b. Be careful not to bump and/or bang the cart when transporting.
2. Unlock the cart.
3. Inspect the cart and laptops.
 - a. Check for damage.
 - b. Inventory laptops.
 - c. Check the Problem sheet located on top of the cart to note any issues.
4. Plug the cart into an electrical outlet. Be sure the Master, Computer and Monitor switches are in the **ON** position and the Master switch is lighted.
5. Work with the building technology clerk to insure proper connection of the patch (network) cable to an active data drop.

Note: *Do not attempt to adjust the antenna of the wireless access point.
Do not touch the crate.*

Distribution

1. Review proper use and guidelines with students.
2. Assign students a specific numbered laptop and record these numbers somewhere (grade book, sign-up sheet, etc.).

Use

1. Closely supervise use of laptops.
2. Hold students accountable for proper use and care of the laptops.
3. If laptops are not going to be used for 30 minutes or more, they should be powered down to conserve battery charges.
4. Secure the laptops if you leave the room.
 - a. Return them to and lock the cart. AND/OR
 - b. Lock your room.
5. Note any issues on the Problem Sheet attached to the top of the cart. Major problems should be reported in a work order using Lotus Notes. Please note the number of the laptop when reporting problems.

Retrieval

1. Start the process in advance of the end time. The recommendation is to leave 10 minutes if there is any printing that needs to be done.
2. Inspect each laptop as it is returned.
 - a. Note any damage to the laptop.
 - b. Ask students if they experienced any operation difficulties.
 - c. Report equipment problems using Lotus Notes. Do not attempt to make any repairs.
 - d. Record low battery issues on the Problem Sheet.

3. Plug the laptop power cords into the back of each computer.
4. Inventory laptops and other equipment.
5. Lock cart.
7. Unplug the cart from the electrical outlet.
8. Unplug the cart from the network drop.

Check In

1. Return the cart to the designated storage area. Do not leave the cart unattended in the hallway.
2. Plug the laptop cart into an electrical outlet in the storage area to start the charging process.
3. Return laptop lab keys to the appropriate individual.

Wireless lab integration ideas can be found on the Technology Integration website and assistance from an Instructional Technology Specialist is available by emailing ITS Help.

<http://its.leesummit.k12.mo.us/>

"Technology and Instruction Interwoven"
Instructional Technology

✂ (detach here) _____

To allow your building to record who has attended training, please sign, date, detach and give this section of the Wireless Laptop Lab Procedures form to your trainer.

I understand the District and building procedures for using the wireless laptop lab.

Teacher's Signature: _____

Date of Teacher Training: _____