

Using the Computer Labs or Laptop Carts

To schedule computer lab time or usage of a laptop cart:

- Use wiki to check availability for computer labs or laptop carts. Wiki is linked to library website. <http://whstechscheduling.pbworks.com>
- If the dates/times you want are available, download and complete a copy of the proposal form (located on the front page of the wiki) and complete in its entirety including technology standards. Cart check-out time period is 2 weeks maximum.
- Email the proposal form to Michele.mosco@tuhsd.org and Lynn.Trembly@tuhsd.org who will respond to your request. Note that at least a day's notice should be given.

The Day of Your Computer Lab Reservation

Beginning of period when you and your class arrive to use **the lab,**

- Get *Computer Lab Period Notes* sheet and complete top ½ **before** your class begins. (If you are using the computer for contiguous periods, i.e., 2nd, 3rd, 4th periods on the same day, you may submit one *Computer Lab Period Notes* for the block of time. If you do not use the lab 5th hour but return 6th hour, you will need to submit a separate form for that period.)
- Record which student has been assigned which computer number for each period. This is vital for tracking damage, and it is imperative that this be done. It's easier to take a class roster and number students. The number you give students is their computer number. You can then attach the rosters when submitting the *Computer Lab Period Notes* sheet to Terry at the end of the day.
- Monitor students' use of computers via Visions Classroom Management program and/or circulate through students. You are expected to remain with students, to enforce school rules (no eating, drinking, phone use, headphones, and appropriate behavior and dress), and to ensure that students are actively engaged in classroom work.
- During class, notate any issues with computers/space on *Computer Lab Period Notes* sheet. At end of class, Ensure that area is left clean and in order (no loose papers, scraps, pencils, etc.) and that chairs are pushed in and computers are logged off.
- Submit completed *Computer Lab Period Notes* sheet to circulation desk as your class leaves.

When You Get Your Laptop Cart (please make sure to pick up the night before or ensure that it's being charged in library)

When you get **laptop cart,** you will also receive a *Known Damage Sheet* as well as a *Laptop Cart Notes* form which you must complete as follows:

- Complete top ½ of form *before* your first class uses laptops. Any damage that is not listed on the *Known Damage Sheet* should be noted on form, i.e., laptop #12 is missing the "C" key and that information isn't on the *Known Damage Sheet*
- Record which student has been assigned which laptop for each period. This is vital for tracking damage, and it is imperative that this be done. It's easier to take a class roster and number students. The number you give students is their computer number. You can then attach the rosters when submitting the *Computer Lab Period Notes* sheet.
- Monitor students' use of laptops by circulating among students.
- As your class uses the laptops during your check-out period, notate any issues that occur with laptops making sure to include laptop number and issue, and name of student involved (if any). It is your responsibility to deal with student discipline for egregious damage.

Make sure cart is secured in your room while in your possession. (Lock cart).

Return laptop cart after school on the last day of your reservation. Ensure that all the laptops are plugged in and the cart is orderly (laptops in correct numbered location).

****You must return the cart to the library personally as each of the laptops need to be opened and the condition noted upon their return to the library. *****

Submit your completed *Laptop Cart Notes* form when you return the cart. **Failure to monitor students' behavior and complete Computer Lab Period Notes or Laptop Cart Notes form can result in revocation of your use of the computers.**

Name	Date	Period (s)	Left Side/Right Side	COMPUTER LAB PERIOD NOTES
<p>When you entered Lab, note condition of computers and tables/chairs.</p> <ul style="list-style-type: none"> Keyboard issues Mice issues Other damage Garbage/Materials issues 				
<p>Problems occurring WHILE your class was in Lab. Include computer # etc. If damage is due to a student, indicate student name (You are still responsible for discipline referral).</p> <ul style="list-style-type: none"> Keyboard issues Mice issues Other issues Issues with Visions 				

Name	Dates	Laptop Cart #	LAPTOP CART NOTES
<p>BEFORE your first class uses the laptop cart, note the following:</p> <ul style="list-style-type: none"> Screen issues Keyboard damage Other damage Missing computers (list numbers of missing computers—there should be 1-36) 			
<p>Problems occurring WHILE your class was using cart (include laptop # with description). If damage is due to a student in your class, please indicate student name.</p> <ul style="list-style-type: none"> Screen issues Keyboard issues Charging issues Other issues 			

R	L	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
1	39						
2	40						
3	41						
4	42						
5	43						
6	44						
7	45						
8	46						
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