

Best Practices for Mobile Laptop Carts

Rationale for the laptop program:

- Integrating technology improves learner enthusiasm toward learning
- When learners are actively engaged in learning they achieve more
- To change instructional practice, teachers need opportunities to gain knowledge and skills
- Implementing new teaching practices improves learner achievement

1. Scheduling

- a. For laptop cart checkout: send an email to the Master Teacher with one week's notice and list of dates and times
- b. Master Teacher posts check-out information on their Mobile Laptop Calendar located in their office
- c. Include use of cart in weekly lesson plans

2. Security/Ethics (Teacher)

- a. Unlock cart
- b. Assign computers to learners using the Learner Laptop Assignment Sheet (Learner will be assigned the same computer each time the teacher checks out the laptops)
- c. Call learners individually based on their assigned laptop # to return their computer to the cart and have them connect their computer to the appropriate adapter
- d. Before class is over secure laptops into cart and ensure you have all laptops
- e. Lock cart
- f. Return to Master Teacher
- g. Acceptable Use Policy signed by all learners (on file)
- h. Computer rules listed in the classroom

3. Maintenance of Equipment

Master Teacher Responsibilities

- a. Make sure laptops are charged and ready for use and all items accounted for when returned.
- b. Document that teacher users have reviewed and signed Mobile Laptop Cart Agreement and attended training at school on cart use and Best Practices
- c. Make sure equipment is updated with current software etc.
- d. Make sure equipment is available and ready to use at all times
- e. Designate a place on the network for teachers and learners to save work

4. Classroom Integration

- a. Design learner centered activities using websites, web searches and WebQuests
- b. Participate in project-based learning activities (individual and/or collaborative)
- c. Demonstrate proficient use of productivity tools (Word, PowerPoint etc.)
- d. Share lesson plans and best practices with other teachers
- e. Demonstrate proper use of equipment with learners

District Vision:

To develop a productive educational system that increases learner success, develops educator effectiveness, and builds public confidence.



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TEACHER AGREEMENT FOR USAGE OF LEARNER LAPTOP CARTS

1. Computers may be used only by contracted building staff that has been trained on the use and care of equipment.
2. Laptops will be checked out through the Master Teacher.
3. Substitutes, **in long term positions only, who have completed training**, may use equipment with building principal's permission. Staff and learners will adhere to the Acceptable Use Policy of St. Helena Parish Schools.
4. Computers may be used for school use only.
5. Staff members will train learners on proper use and care of equipment.
6. Staff members using equipment are responsible for documenting and obtaining technical assistance for any damage to equipment.
7. Learner computers may not be checked out for use, or to be brought out of the building.
8. All learner computers must be returned to the cart and secured when not in use.
9. Computer carts must be locked, and the classroom secured whenever the classroom and laptops are left unattended.
10. Computer carts will be checked out through Master Teacher or as assigned by principal.
11. A schedule will be posted on the wall in Master Teacher's office indicating the location of the carts whenever they are in use.
12. The teacher in possession of the cart is responsible for checking the schedule and returning the cart to the Master Teacher for the next scheduled teacher.
13. The teacher must ensure all computers are plugged into the appropriate adapter for charging. The Master Teacher at the end of each day is responsible for plugging in the entire cart charging.
14. Only adults may transport carts outside of the classroom.
15. If a problem occurs with a computer, a staff member will report the issue to the Lead Technology Teacher or Master Teacher. A note describing the problem and the computer number must be reported.

I, _____, acknowledge that usage of learner laptop equipment is based on my agreement to follow all guidelines as written above. I understand that I am responsible for this equipment when it is in my possession, and I will be held liable for any missing or damaged equipment.

Teacher's Signature

Date

Principal's Signature

Date

Learner Name: _____

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LEARNER LAPTOP AGREEMENT

1. Workspace should be as clean as possible.
Gently set laptop directly on desk, not on top of other items.
Keep all items off laptop lid and do not touch laptop screen. Slide latch on front of computer to open laptop.
Adjust screen angle slightly for best viewing. Press power button to turn on.
(Wait one minute before logging on once the logon screen appears)
2. Learners log on using:
Username: _____ Password: _____
3. Learner MUST save all work to teacher's flash drive until Windows migration is complete.
4. To print, learners will save to teacher's flash drive and teacher will print the documents as needed.
5. Learner follows teacher directions to:
 - a. Log Off or
 - b. Shutdown (Only close lid AFTER laptop has SHUTDOWN)
6. Teacher and Learner checks laptop prior to class dismissal.
7. Laptops must be placed back in the correct slot, plugged into power supply prior to any learner leaving the room.

I _____, agree to follow these procedures and understand failing to do so will result in the loss of the privilege of using the laptop in question. I will be responsible for any repair or replacement due to misuse or intentional damage to the machine.

Signature: _____ Date: _____

Teacher Name: _____ Date: _____

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Learner Laptop Assignment Sheet

You must record which laptop each learner will be issued whenever the laptops are used in your classroom. Provide one copy of this sheet to the assistant principal and keep one in your files.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____

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St. Helena Parish School District Staff Equipment User Agreement

I understand that all laptop computers, equipment, and/or accessories are the property of the St. Helena Parish School District. I agree to all the terms in the District's Staff Laptop Policy and Acceptable User Policy. I will return the equipment to the District's Technology Department in the same condition in which it was provided to me the next day the school is in session.

I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. In the case that the district's technology equipment is stolen, lost, or damaged, I will pay the district for the full cost to get the item replaced or repaired if it is deemed by the District's administration that the problem was result of my negligence.

I will not install any additional software or change the configuration of the equipment in any way without prior consultation with the District's Technology Department.

I will not allow any other individuals to use any laptop computer and/or related equipment and accessories that have been issued to me by the district.

I understand that a violation of the terms and conditions set out in the policy will result in the restriction of my ability to check out the district's laptop computers, equipment, and/or accessories in the future and may result in further discipline up to and including termination of employment and/or other legal action.

Employee Signature _____

Date _____

Principal's Signature _____

Date _____

School Site _____

Computer ID _____

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