

Computers **O**n **W**heels

Procedures and Usage

General Information:

1. Each cart contains 16 laptops.
2. The carts only steer from two wheels. It is a snug fit through classroom doors. Pivoting the carts into openings works better than trying to turn and steer them.
3. Printing – the COWs are currently set up to print in 4 locations: MS LMC, MS West Wing, MS Lab 108 and MS North Wing
4. Charging – the laptops have a five hour battery life. It should not be necessary to reconnect the laptops to the power cords in between every class, but it would be wise to charge them during your prep period or over lunch.
5. A laptop will have an orange light when it needs charging. As it charges the light will turn a bluish white. When it is fully charged, there is no light.
6. To avoid the risk of electrical shock, the following procedure must be followed when plugging the cart into an outlet. There are two switches on the back of each cart – one just above each wheel. Before plugging in the cart, make sure these switches are in the off position. Plug the master cord of the cart into the wall outlet and then turn both of these switches to the reset position. You will see red indicator lights when the unit is charging.
7. No matter what your classroom policy normally is, there is to be no food or drink around the laptops. This includes water.
8. No COWs with Guest Teachers.

Checkout Procedure

1. COWs/laptops will be checked out via the Filetap website. <http://rpteachers.filetap.com>
There is a link specific to the COWS. If you need two carts, make sure you check out two carts.
2. Each cart will only be checked out to one teacher a day.
3. The COWs can be checked out for up to three consecutive days. This will be revisited after there has been sufficient time to monitor demand.
4. Sharon will be checking the carts in and out on a daily basis. Please stop by Sharon's desk between 7:15 – 7:30 to check out the cart. You will then proceed to the LMC to pick up the actual Cart. Carts must be returned to the LMC by 3:00 each day. After returning the cart to storage and plugging it in to charge, stop by Sharon's desk to turn in the *Laptop Issues Reporting Form*.
5. The COWs must be returned to the LMC every day, even if using for more than one day.

Prior to Using COWs

1. Each student in the classroom must be assigned a number 1-16. This means that in most classes, two students in each class will have the same number assigned to them. Both numbers will come into play if two carts are being used. It should be explained to students which cart they are to take from when there are two carts.
2. Teachers must have a record of which student is assigned to which laptop by hour. Teachers can create their own form to use for this purpose or use the *Laptop Distribution Form* which will be provided to them. Regardless of the form used, it must include the name of the student, the laptop number assigned to that student, the date it was used, and the student's initials verifying his/her use of that laptop on that date.
3. While this form will not be turned in every time a COW is used, it must be kept by the teacher and be accessible to technology staff if necessary to track user generated issues.
4. Students must be instructed to use their assigned number of laptop each time a mobile cart is used in class.
5. Since a student's laptop number will vary from teacher to teacher, have the students record their number in the folder for your class.
6. Any alteration to this must be noted by staff member. For example, if "Susie" always uses laptop 3 and laptop 3 is currently out for repair, then Susie will have to be assigned a new number for that class period. This must be noted.

Using the COWs

1. At the start of the school day, the laptops will all be plugged into the cart. To speed distribution and to prevent any accidental pulling out of the power cords, disconnect each laptop from its power cord. The power cords are all attached to the cart so only a short piece of it will be left dangling.
2. Have students approach the cart(s) by row to obtain their laptop or have students come up alphabetically in small groups. You might also consider having one or two students stand at the cart and hand them out as students approach.
3. As students take their laptop, they are to initial the *Laptop Distribution Form* by their name as a confirmation that they have taken the laptop number which has been assigned to them.
4. Explain to students that they are responsible for all activity/use of the laptop assigned to them. A good rule of practice is to instruct students that they must report any physical problem with the laptop at the start of the class period or they will be considered responsible for the problem. Things that should be considered a physical problem – a key that doesn't work, keys popped off or relocated, display not being the standard one, icons inverted, additional icons on the desktop, etc.
5. Remind students not to pick up the laptops by the open screen or twist the screen. They will crack and the laptop will be ruined.

Returning the COWs to the Cart

1. Reserve sufficient class time at the end of each class period so that each laptop can be checked and returned to the cart according to number.
2. The teacher must be involved in the check in process at the end of each class period. Teacher diligence is essential for maintaining the laptops for use in years to come.
3. Verify that all laptops are in the cart prior to dismissing class.

Returning the COWs to the LMC

1. Reconnect the laptops to the power cords before locking up the cart.
2. Turn the two switches on the back of the cart to off and unplug the master cable.
3. Complete the *Laptop Issues Reporting Form*. This must be returned with the cart to Sharon at the end of the day. If there are no problems to report, write no issues on the form and sign it.
4. Return the COWs to the LMC storage area.

