

**Classroom Technology Use Procedures**

**Check-out Routine:**

Before reserving a cart, check the Google Calendar (on Library Website) for the availability of computers. Carts cannot be requested during District/State/National Assessments that require technology.

Teachers may reserve class sets of technology by completing the Apollo Technology Reservation Form:

<https://docs.google.com/forms/d/1XLlRsjNdP5ol5AyQ6TVXYq5_01jDbOY37wP2BJXgix0/viewform?usp=send_form>

Please ensure that the form is completed at least 24 hours before needing the technology. If the type of technology you requested is already reserved, you will receive what is available. If none are available, you will be contacted via email.

**Teachers must come to pick up carts. Students ARE NOT allowed to move carts at any time.**

**Before moving the cart from the Library do the following:**

* Compare the Laptop Cart Status Report form with contents of the cart. The form is on the inside door of cart.
* Turn power switch on the back side of cart to the OFF position.
* Unplug any cords or cables that are plugged into a wall jack or outlet.
* Wrap power cords around the cord winders located on the sides of the cart. (No cables should drag on the ground).

**Setting up Cart in Classroom:**

* Place cart near a network connection and electrical outlets.
* Cart should be accessible but not likely to be bumped. Cart should be kept away from food and liquids.
* Plug power cord on the sides of the cart into an electrical outlet: power cord on
* Push power switch on left side of cart to the ON position.

**Using Laptops in the Classroom:**

* Review Student Laptop Usage Guidelines with students (Student Expectations document).
* Distribute laptops in a systematic way (i.e. by row, table, those using laptops 1 - 5, etc.).
* Record students’ names on Laptop Checkout Form (on clipboard that’s on top of cart). This is IMPORTANT for student ACCOUNTABILITY.
* Include Teacher Name, Room # and Date information on the Laptop Checkout Form.

**Collecting the Laptops:**

* Begin collection process early enough so it’s not rushed.
* Remember **TO SHUT DOWN ALL COMPUTERS AND PLUG THEM IN TO THE CHARGER.** The teacher MUST be sure SCREEN is BLACK before closing lid.
* Go to START button🡪 Log Off 🡪 Shut Down. See screenshots for help. 🡪
* Collect laptops in a systematic way. Students should not reach into cart. Teacher must check each individual laptop one at a time for physical damage and vandalism.
* Each laptop should go in the CORRECT slot and be **PLUGGED IN**. Teacher should put a check on the sheet to mark a laptop as returned.

**Returning the Laptop Cart:**

* Before moving cart from your classroom, do the following:
	+ Report any problems with any laptops on online Tech Support Request.
* Make sure you include your name, date, and Room# and student check in/check out information on Laptop Checkout Forms.
* Turn power switch on cart to the OFF position.
* Unplug any cords or cables that are plugged into a wall jack or outlet.
* Wrap power cords around cord winders located on the sides of the cart. No cables should drag on the ground.
* Wheel cart to the Library at the end of the last day you are scheduled to use it. Cart needs to be available for the next person!
* Laptop carts are stored in the Library, if you have the cart reserved for multiple days, it can remain in your room for the duration of your time.

**Once back in the Library:**

* Plug in power cord which charges laptop cart.
* Turn power switch to the ON position.
* **Return COMPLETED Laptop Checkout Forms** to Library Staff.