



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 and Information:

- A. All teachers who plan on using the wireless lab must attend a training session on the proper use of the lab.
- B. A training attendance form must be signed and submitted by the teacher to indicate that he/she has read the guidelines and understands the laptop procedures.
- C. Optional: Teachers may present the *Middle School Wireless Laptop Lab Student Overview* PowerPoint presentation to their students prior to using the lab the first time. This presentation can be found at: 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. Reserve the wireless lab following your building checkout policy.
- F. Familiarize yourself with the operation of the wireless cart and laptops.
- G. Always assign students a specific numbered laptop and record these numbers somewhere (grade book, sign-up sheet, etc.) to be able to hold them accountable for proper use.
- H. 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.
- I. Laptops will always run on battery power. The power cords should *not* be taken out of the cart.
- J. 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 submitting a Technology Service Request (TSR) through the LSSD Forms Database in Lotus Notes.
- K. 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.
- L. The entire 15 station lab must be checked out at once. The lab cannot be broken up and used in different locations at one time.
- M. Laptops cannot be checked out overnight by any student.
- N. The wireless lab laptops have two batteries. The approximate combined life of the two charged batteries is six to seven hours.
- O. The wireless lab laptops do not have floppy drives or CD ROM drives.

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.*

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. Report major problems by submitting a Technology Service Request (TSR) through the LSSD Forms Database in 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 for shut down and collection is to leave 10 minutes if there is any printing that needs to be done.
2. Inspect each laptop as it is returned.
 - Note any damage to the laptop.
 - Ask students if they experienced any operation difficulties.
 - Report problems by submitting a Technology Service Request (TSR) through the LSSD Forms Database in Lotus Notes.
 - Do not attempt to make any repairs.
 - Record low battery items 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. Follow proper building procedure for check in.
 - Plug the laptop cart into an electrical outlet in the storage area to start the charging process.

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/>

Wireless Laptop Lab Training Attendance

To allow your building to record who has attended Wireless Laptop Lab training, please sign and submit this Wireless Laptop Lab Procedures form.

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

Teacher's Signature: _____

Date of Teacher Training: _____

