

Digital Classroom – Teacher Responsibilities for use of Laptops and Mobile Carts

1. Photocopy “Digital Classroom – Rules - Student use of Laptops” for distribution to students the first time cart is used in your class.
2. Photocopy (1 copy per class) Laptop use agreement form. Please keep the form in a safe place.
3. Plug in main power cord from mobile cart to grey (surge protected) electrical outlet.
4. Distribute and discuss rules of laptop use with students and have students sign the “Digital Classroom – Student Laptop Agreement” form.
5. Assign laptops to students by numbers and keep a record of who has each laptop, on the “Digital Classroom - Laptop Assignment Sheet”. Tape this sheet on the outside of the cart, so all students can verify proper laptop placement for accountability.
6. All Laptop slots must be clearly marked with their slot number. ie 01, 02...
7. Instruct students in proper method of turning on, logging in and using applications required for the activity.
8. If students will be saving material for use later, show students how and where to save their work.
9. Monitor students throughout the period as they use the laptops.
10. If required, begin collection of laptops 5-10 minutes before the end of the class.
11. Students must show the teacher the laptop, with a black screen to shut down, before they return the laptop to the cart.
12. Teacher must check keyboard and screen as students return laptops.
13. Laptop must be placed in the correct slots and **plugged in** at the conclusion of each use.
14. No student should be dismissed until the teacher checks in all laptops.
15. Cart should be locked and secure when not in use.
16. Cart must be returned to its location and ensure that each laptop is plugged into its designated slot and the laptop cart is plugged into a working electrical outlet. This will ensure that the laptop will be fully charged for the next use.
17. Do not have students push cart.

Note: Should the number on the laptop or the cart slot become unreadable or the label is removed – it is the responsibility of the teacher to replace the markings.