**Technology Procedures**

**CCHS 2012-2013**

**Computer Lab**

**Sign up:** Make sure you schedule your class in the google doc. If you are unable to come at your assigned time, please reschedule by removing your name from the google doc.

**Computer Lab Expectations:** **Teachers should monitor students at all times**.

* Go over the Computer Lab rules with your classes before coming to the lab.
* Flash drives should be used ONLY with the supervising teacher’s permission and he/she carefully monitors what is being open and saved to the flash drive.
* Students should be logged in as themselves – no sharing of usernames or passwords. Do NOT use your username and password to log in a student.
* Please do not allow students to move computers, monitors, chairs or tables.
* Remember - no food or drinks in the labs.
* Make sure students straighten up around their computers before leaving. All unnecessary paper should be placed in the recycling bin.
* Printing needs to be supervised by the teacher. Make sure students are printing necessary documents.
* Students must get teacher permission to use the color printer. Permission should be given when it is absolutely necessary.
* If you need assistance in any way, contact Mrs. Short.

**Netbook/iPad Checkout Procedures**

**Storage:** The netbooks and iPad carts will be housed in the media center.

**Checkout:** Please check out the carts by signing up on the Google Doc. If you are not going to be able to use the carts, please remove your name, freeing them up for other teachers to use. See Cheryl Lange before 7:00 am to check out the carts. If Cheryl is absent see Ashley Short.

**Pick Up:** Preferably, teachers would pick up the cart. If a student must be used to pick up the carts, please send them with a signed note giving them permission. The number of netbooks/iPads inside the cart will be noted on the outside of the cart. Make sure that number is returned.

**Maintaining the Carts:** Please keep the cart neat and organized. If you must leave the cart in your room unattended (during planning time) please lock your classroom door. Teachers should hand out and collect the netbooks to students. This ensures each child only gets one netbook or iPad.

**Reporting problems with Netbooks/iPads:** If you should experience problems with the carts please leave a note on the log sheet in magnetic pocket on the outside of the cart. ***Do not stick sticky notes on the netbooks/iPads***. When you fill out the log include the following information:

1. Date/Time
2. Netbook/iPad number
3. Description of the problem
4. Teacher’s Name

**Returning the Cart:** Please return the cart to the media center by 2:30. When returning the cart to the media center, let Cheryl Lange know if you left a problem on the log sheet. Cheryl will let Ashley Short know. Ashley will be responsible fixing the netbook or iPad.