

## **Mobile Lab Carts**

### **Policies and Procedures**

#### **Using the Mobile Lab Carts**

1. Two adults must be used to move the carts from room to room.
2. Before moving the carts, make sure the power switch in the back is turned off and the power cord is unplugged and will not get caught on anything while pushing the cart down the hall.
3. Upon getting the carts to your room, plug the cart into the outlet and turn on the power switch on the back of the cart.
4. Plug one end of the network cable into the uplink port on the back of the cart and the other end into your network connection in the classroom.
5. If you should leave while the cart is in your room, be doubly sure the door is locked.
6. Before unplugging and moving the carts, make sure the power switch is turned off before you unplug the cord from the wall.

**NOTE: Make sure all cables are disconnected from the wall and secured to the cart before moving the cart.**

7. Return cart(s) promptly when finished with it. Carts may not remain in your classroom overnight.
8. When the cart has been returned to the secure location, plug the cord back into the wall, then turn the power switch on.
9. If there were any mishaps or malfunctions with any laptops, please report them promptly to the media center personnel.

#### **Student Use of Laptops**

1. Teachers must have students sign out for the numbered laptops. The cart slots and the laptops are labeled with numbers.
2. Every time you use the laptops, the students must sign out for the computer. This is necessary to hold students responsible.

3. Students need to unplug the cords from the laptops and remove laptops from the slots. When returning the laptops, they need to plug the cords back in. If they do not, the laptops will not be charged for future use.
4. All students who will be using the Internet must have a parent/guardian signed district Internet Acceptable Use Policy on file with you and/or the school.
5. Absolutely NO food or beverages should be around the computers!
6. **It is the teacher's responsibility to monitor all students.**

#### **Duties of the Media Center Personnel**

1. Maintain reservation of carts
2. Secure the carts daily
3. Make sure each time the cart is returned, all equipment is accounted for
4. Recharge the laptops (Make sure the cart is plugged in and turned on. Also each laptop needs to be plugged in the cart.)
5. Report malfunctions immediately