

Best Practices for Mobile Laptop Carts

Rationale for the laptop program:

- Integrating technology improves student enthusiasm toward learning
- When students are engaged actively in learning they achieve more
- To change instructional practice, teachers need opportunities to gain knowledge and skills
- Implementing new teaching practices improves student achievement

1. Scheduling

- a. For laptop cart checkout: send email to the Network Manager or Tech Coach with one week's notice and list of dates and times
- b. Network Manager or Tech Coach posts check-out information on their Outlook Mobile Laptop Calendar and shares with staff
- c. Include use of cart in weekly lesson plans

2. Security/Ethics (Teacher)

- a. Setup Access Point
- b. Unlock cart
- c. Assign computers to students
- d. Before class is over secure laptops into cart
- e. Lock cart
- f. Return to Network Manager or Tech Coach
- g. Acceptable Use Policy signed by all students (on file)
- h. Computer rules listed in classroom

3. Maintenance of Equipment

Network Manager or Tech Coach responsibilities

- a. Make sure laptops are charged and ready for use and all items accounted for when returned.
- b. Document that teacher users have reviewed and signed Mobile Laptop Cart Agreement and attended training at school on cart use and Best Practices
- c. Make sure equipment is updated with current software etc.
- d. Make sure equipment is available and ready to use at all times
- e. Designate a place on the network for teachers and students to save work

4. Classroom Integration

- a. Design student centered activities using websites, web searches and WebQuests
- b. Participate in project-based learning activities (individual and/or collaborative)

- c. Demonstrate proficient use of productivity tools (Word, PowerPoint etc.)
- d. Share lesson plans and best practices with other teachers
- e. Demonstrate proper use of equipment with students

5. Laptop & LCD Projector Use

Connect LCD projector to Laptop in the following way:

- a. Make sure both are powered off
- b. Connect VGA cable from Laptop to LCD VGA in port
- c. Turn on LCD
- d. Turn on Laptop
- e. Hold down Fn key on Laptop and press F4 or F8 on Laptop
- f. Repeat step above to allow viewing on monitor & screen
- g. Before class is over turn off LCD projector
- h. Allow fan to turn off automatically-Do not unplug or move while projector is on and fan is running
- i. Unplug VGA cable and store with equipment

7. Peripheral Use (Wireless Slate)

- a. Install Notebook 10 Software at <http://www2.smarttech.com/st/en-US/Support/Downloads/SBS/NBSv10WinEval.htm>. The key code can be obtained from your network manager or STS.
- b. Place USB dongle in USB port on Laptop
- c. Connect laptop to projector with VGA cable
- d. Document classroom use in lesson plans
- e. Use the www.smarttech.com website as a resource for lesson plans
- f. Attend SMART Slate PD – classes listed in PDS (<http://pds.polk-fl.net>)