

Information Systems & Technology
Digital Device Best Practices
2008-09

In order for digital devices installed in Polk County classrooms to operate and be used effectively to engage students, increase academic achievement, and increase the longevity of the device the following best practices should be implemented:

Digital Device Inventory

- Enter all devices into TAMS
- Add and delete equipment in TAMS when changes are made
- Complete proper transfer paperwork on technology assets sent to warehouse or other locations
- Include room number where the digital device is normally stored when entering devices into TAMS
- Include lab location if device is in a lab

Projectors – Based on percentage of projectors in the school and age of the projector, EERS will replace bulbs as long as funds are available. Schools will be responsible for the cost of any additional bulb replacements needed. Therefore, it is imperative that schools follow the best practices below.

- All projectors should be turned off when not in use for more than 20 minutes
- Do an EERS work order immediately when projector shows message that filter needs to be cleaned.
- EERS will provide training on filter cleaning techniques for network managers wishing to clean their own filters. Contact your AV technician if interested.
- Only EERS will install lamps due to safety concerns and school must submit work order.
- Store projector remote in a safe location and mark remote with room number
- Do not use your projector as an alternate source for the bell system. The clock can be displayed for instructional purposes when timing student activities only.
- Please follow EERS summer shutdown procedures for this equipment.

LightSpeed

- Batteries on microphones must be rechargeable batteries. EERS will supply the batteries. (see attached document for further information)
- Be sure all microphones are connected for charging when not in use.

- **Unplug microphone charger during holiday breaks.**
- Please follow EERS summer shutdown procedures for this equipment.

SMART Boards & wireless writing slates

- Do not write on SMART Boards with anything other than the markers that come with the Board or fingers when touching Boards. If this should happen accidentally, clean the SMART Board only with ammonia free cleaner (like the Expo cleaner)
- The SMART Board surface is permeable, therefore be careful not to puncture it or it will be unusable.
- SMART AirLiners (writing slates) should be left charging when not in use. Allowing the SMART AirLiners to discharge completely may render the battery useless.

Document Cameras

- Be careful when handling lens and use glass cleaner to clean (eyeglass or computer screen cleaner)
- Turn off light when not in use
- Keep up with cables when stored

Student Response System

- AA batteries for remotes to be supplied by school
- Battery chargers and rechargeable batteries may be purchased.
- Import student names into Senteo to assign remotes to individual students for tracking data and managing locations of remotes.
- Remind students to be careful when handling remotes.
- Power off using manager menu when not in use.

Include laptop trunk best practices already in place – See attached documents