**How to Use Computer Labs**

General Info – Applies to ALL Labs (Revised Sept. 1, 2009)

1. **Sign Up in Advance**
* By Feb. 2010, the district will have an electronic calendar system in place that will be used by all buildings to schedule lab times. Until then, each building will come up with its own scheduling process.
* Sign up for only what you need and can actually use
* Cancel as soon as you know you can't make it so someone else can have your spot
* Labs will be available at all times unless scheduled by administration for courses, test prep or testing.
1. **Use Lab Check-List to Prepare Equipment**
* Use the LAB CHECKLIST posted at <http://etools4teachers.pbworks.com>

1. **Manage Student Logins**
* Use district assigned logins and passwords ONLY
* Do not allow students to login under another students' username
* For lost passwords, direct students to office personnel (ProgressBook) or assigned teacher in each building.
* Use district email addresses when setting up Web 2.0 accounts and on all school related communications

1. **Monitor Student Activities**

Internet Safety

* Pre-set SmartSync (Syncroneyes) to ensure students use the internet safely and for instructional purposes
* Teach students to recognize and avoid inappropriate web sites

Saving Files

* Direct students to create a folder for your class on their district server space (Z drive) and to SAVE master copies of all files related to your class in that folder (one Gig).

Copyright

* Guide students to understand and comply with copyright laws including proper documentation.
* Excellent five-minute video that explains the difference between copyrighted, creative commons, and public domain resources. <http://creativecommons.org/videos/get-creative>
* Government sponsored FAQs <http://www.copyright.gov/help/faq>.
* Be a good role model!

Printing

* To reduce waste, require students to get your permission before printing. Abuse of the printer could result in loss of printing privileges.

Pranks/Vandalism

* Do not allow students to enter an open lab classroom until the supervising teacher is present.
* Do not allow students to use the teacher computer.
* Watch for student pranks with hardware/software (e.g., switching plugs).
1. **Use Lab Check-List to Prepare Equipment for the Next Class**
* Use the LAB CHECKLIST posted at <http://etools4teachers.pbworks.com>

1. **Report Problems**
* Use the space at the bottom of the checklist to report ALL problems.
* Be specific (e.g., "laptop # 3, cart A battery won't stay charged" or "Room 382 printer ink low").
* If the problem requires immediate attention, contact building tech support. Your building tech support person will either fix the problem or refer it to the district help desk on your behalf.