

Technology on the Move

Mobile Lab Orientation

Longview Elementary
Instructional Technologist

Mobile Lab Procedures

- Teachers must monitor lab use.
- The students should walk carefully to their desks and place the laptop on the desk that was previously cleared of all items.
- Teachers will check keyboards after students open laptops for loose keys.





Always carry a laptop closed and with two hands.

Do not carry it by the screen or when it is open.

When finished, the students can turn off the computers but do not close laptops until a complete shutdown of the laptop has occurred.



Lights Must Go Off!

Teachers will check the laptop keyboards before closing laptops.



After all laptops have been shutdown properly students may close their laptop and carry it to the cart when directed by the ADULT.

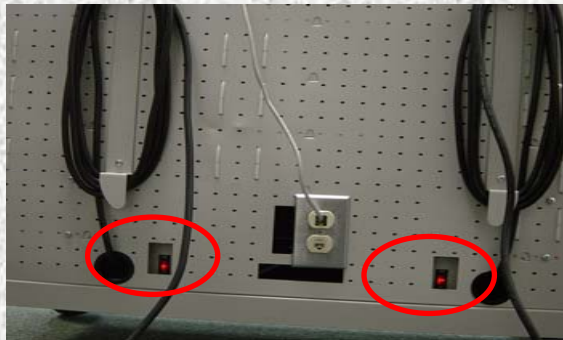


The **adult** will make sure that all power cords are properly plugged into the laptops.



TEACHER SAFETY FEATURES

To Plug in a Cart



Make sure **BOTH** switches are off!

Press the bottom of both toggle switches. **OFF** is on the bottom.

Switch 1

Switch 2



YES



NO

DO NOT plug the cords into a surge protector.



Plug the network cable into an outlet.

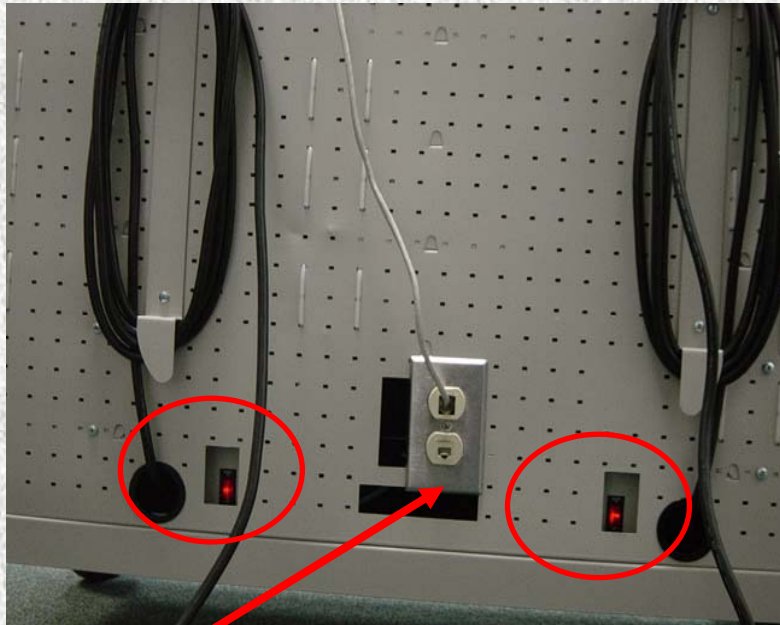
Turn on **BOTH** switches by pressing the top (reset) part of each switch.

To Unplug a Cart

TO UNPLUG:

Turn off BOTH switches!

Hold onto the plug not the cord to remove the plug from the outlet.



NEVER unplug the network cable from the back of the cart!!

- **KEEP COMPUTERS LOCKED UP** when the mobile lab is in the hall. No Padlocks may be used.
- Bathroom Breaks
- Lunch
- Recess
- End of the day
- When working on the computers in the classroom, keep lab doors closed and locked.

