

## A teacher's role when using the Surface tablets:

### General Teacher Information

- Sign out sheets for the cart will be available in the library
- You may sign up for a maximum of two (2) consecutive days in any one (1) week
- The cart will be delivered to your first block class within the first 10 minutes of the block
- The cart will remain with you until the last 10 minutes of 4<sup>th</sup> block at which time a library aide will pick up the cart
- If you switch rooms throughout the day, you (**the teacher**) will be the person that must move the cart from room to room throughout the day
- **The teacher**, NOT the student must reconnect the tablet/laptop to their chargers at the end of the day
- **ALL** tablets/laptops must be returned to the cart **NO LATER THAN 2:15**

### During the time that a class is in the mobile lab, the classroom teacher is expected to:

- Have a tablet/laptop usage chart on file in the library
- Verify that students have a “yes” on their ID badges before allowing access to technology
- Circulate, monitor, interact, instruct, and supervise
- Make sure students are using the tablet/laptop that is assigned to them in correlation to the usage chart on file in the library
- If any discipline issues arise, it is up to the classroom teacher to handle them unless they are directly tablet/laptop related
- Stay in the classroom with your students the entire time the tablets/laptops are being used. Do not leave the class unattended.
- Report any damage to the tablet/laptop immediately (ext. 4112, 4107, 4199)
- If there are apps that you would like downloaded on to the Surface tables you will need to submit a minimum of five (5) days in advance via a tech work order the information for the app

### Surface Tablet Information:

#### Tablets **WILL DO** this:

- Get on the internet
- Type in Word
- Create PowerPoint presentations
- Search with Bing
- Create videos and take pictures
- Access to Cloud Storage
- Save to a Flashdrive/jumpdrive

#### Tablets **WILL NOT** do this:

- \*Download apps
- \* Access the built-in SkyDrive (still accessible online)
- \* No U: Drive access

**Any and all intentional damage that might occur from a student assigned to your class will be charged to either that student or your department.**

I have read and understand the rules as they pertain to the usage of the Surface and laptop carts.

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Date

## Surface/Laptop Usage Chart:

Semester: \_\_\_\_\_ Fall \_\_\_\_\_ Spring

Teacher: \_\_\_\_\_ Block: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

1<sup>st</sup> block room # \_\_\_\_\_ 4<sup>th</sup> block room # \_\_\_\_\_

Laptop/Tablet #1 _____	Laptop/Tablet #16 _____
Laptop/Tablet #2 _____	Laptop/Tablet #17 _____
Laptop/Tablet #3 _____	Laptop/Tablet #18 _____
Laptop/Tablet #4 _____	Laptop/Tablet #19 _____
Laptop/Tablet #5 _____	Laptop/Tablet #20 _____
Laptop/Tablet #6 _____	Laptop/Tablet #21 _____
Laptop/Tablet #7 _____	Laptop/Tablet #22 _____
Laptop/Tablet #8 _____	Laptop/Tablet #23 _____
Laptop/Tablet #9 _____	Laptop/Tablet #24 _____
Laptop/Tablet #10 _____	Laptop/Tablet #25 _____
Laptop/Tablet #11 _____	Laptop/Tablet #26 _____
Laptop/Tablet #12 _____	Laptop/Tablet #27 _____
Laptop/Tablet #13 _____	Laptop/Tablet #28 _____
Laptop/Tablet #14 _____	Laptop/Tablet #29 _____
Laptop/Tablet #15 _____	Laptop/Tablet #30 _____