

Signing up for Computer Time

- Teachers need to sign up for [computer time \(Groupwise Shared Calendar\)](#).
- Let the Facilitator know of any special needs, such as headphones, special printing needs, special student needs.
- Know the software well enough to prepare a lesson, or see the Technology Facilitator for training.
- Please provide the Facilitator a copy of all student handouts for the lab activity

A teacher's role when bringing a class to the lab

During the time that a class is in the lab, the classroom teacher is expected to circulate, monitor, interact, instruct, and supervise. If any discipline issues arise, it is up to the classroom teacher to handle them. Computer programs will be used more effectively, and inappropriate use will be minimized, if the teacher maintains awareness of student activities. The Teacher will also supervise and monitor all printing to avoid any confusion or excessive use of paper.

Please enforce the following important rules. They were established to protect the equipment so that everything will be working for the *next* class or the next student who wishes to use a computer.

- This is not a “Drop in Lab” Please do not send individual students unless you have spoken to me first. Students may not be in the lab unsupervised. Students may not come from one teacher’s class to do work for another teacher.
- This lab is to be used for academic purposes only. Recreational use (playing games, etc.) or use for personal business is not allowed.
- All students must sign a [seating chart](#) (preferably before coming to the lab) and are not to leave the lab without permission
- Students must follow the [GISD Acceptable Use Policy](#).
- Every student should stay in his/her seat. Students roaming the room or lining up at the door before the end of class is not allowed
- At no time should a student be involved in an activity that is not cited on the teacher’s lesson plan.
- Food and drink are not allowed in the lab.
- Backpacks are to be placed out of the way to prevent tripping and to avoid interfering with the network or electrical cables.
- **Behavior:**
 - If a student abuses the behavioral expectations, he/she will lose the opportunity to use those facilities.
 - Various consequences may be assigned for inappropriate use of technology.
- If a computer is not working, please let the Facilitator know as soon as possible or call [Technology Help Desk at 5005](#).

Students Saving Work

- You may save to the Home Folder (My Documents)
- Save to Flash drive port in the front of PC
- Save to a 3 1/2 Floppy Disk