

Krum High School

iPad/Chromebook Cart

Guidelines for Use

Currently, one cart of 25 iPads and one cart of 30 Chromebooks are available to all KHS teachers. In order to keep the carts secure and in good working order, the following guidelines must be used.

iPad/Chromebook Cart Checkout

1. Teachers will be required to schedule the cart(s) and/or individual devices with Mrs. Enloe or Mr. Fielder at least one day in advance of use. A reservation calendar will be located on the KHS website so that you may see the scheduled and available times for use. Only Mrs. Enloe or Mr. Fielder may alter the calendar as needed!

If the day(s) you need the cart is available, you will need to email an iPad/Chromebook Usage Request. Reservations will be taken on a first-come, first-serve basis. Please specify whether the requested devices are iPads or Chromebooks.

2. Teachers may schedule the carts and/or individual devices for more than one class period within the same day, but not for more than two days at a time. We need to be mindful of others who may also wish to use the cart. If you sign up for time with the cart and then decide not to use it, please notify Mrs. Enloe or Mr. Fielder so that the calendar may be updated and others may see that the time has become available.

3. The cart must be transported to and from the front office by the teacher of record. No students will be allowed to transport carts to the classrooms or return them to the front office. The cart must be signed out using the Usage Request form when it is checked out and signed in again when returned. The cart may be kept in the teacher's possession until the end of the last period of use. All devices should be returned to the front office no later than 4:15pm each day.

4. It is the responsibility of the teacher to ensure that all devices are returned and plugged into to their proper units within the cart, and that all cords and chargers are returned to their proper locations. This helps Mrs. Enloe and Mr. Fielder ensure that the cart is ready for charging for future use.

5. Substitute teachers are not permitted to check out the carts. Student teachers are not allowed to use these devices with classes unless the classroom teacher is present during the entire class period.

Distributing devices

1. ALWAYS assign the same device to the same student when you have them in your classroom. Each device has already been numbered. Simply go down your roll and assign devices. This is critical and is a component of good classroom/technology management. It allows you, the teacher, to hold those students accountable for the devices assigned to them. If a problem arises, you'll have a better idea where to look. **Students should not change any of the iPad settings for any reason.**

2. **Routines, routines, routines...** Expect the first few times you use the iPads in your classroom to be a bit slower. Once students know the routines, the process will be much faster.

Classroom Management Tips

1. Teachers must properly supervise their students at all times while using the devices. Teachers are to walk around among students and diligently observe student behavior. If a student is found to be on an inappropriate site/app, the teacher is to reprimand the student and take action if unacceptable behavior persists. If a student is found to be on an inappropriate site/app, his/her privileges will be immediately revoked. Please review the Acceptable Use and Accountability Procedures with students prior to each session.
2. Have a specific instructional goal for using your devices. Please do not use technology as a reward or for free time. This sends the wrong message. For the first time introducing your learners to the device, it is okay to include some initial exploration time. Providing guidance during this time is a great idea.
3. You are surrounded by digital natives. They may not know how to do everything with an iPad or Chromebook, but they don't have the same inhibitions that many of us have when it comes to using the technology. They are not afraid to figure it out, and they are not afraid to share. It would be foolish not to leverage this to your advantage. Learn from them, and show them you value what they have to teach you!
4. Students should always keep their iPad/Chromebook flat on their desktop.
5. Students should not walk around the classroom with their devices.
6. There are times when you need students' attention, and when they have mobile devices, that can be challenging. How you cue students to do this is up to you, but have students put the device to sleep when doing this.
7. No food or drinks will be permitted while using the devices at any time.
8. Students should have clean hands when using the devices. Remind students that they should not rub the screen or try to clean it. Only microfiber cloths may be used to clean the screens, and Mrs. Enloe & Mr. Fielder will complete this task. Never use Clorox wipes or anything similar!

Storing/Collecting iPads – Teachers Only!

1. Allow enough time at the end of class for students to close all programs, save work, delete photos, and make sure every device is collected. iPads should be left on the "Home" screen prior to turning them in.
2. Devices should be placed properly in the charging unit **by the teacher only!** **Be sure each device is returned to its proper position in the cart and plugged in for charging.** **Count each device to ensure that all have been turned in.**
3. **Lock the cart and return it to the front office. Be sure to leave the sign in sheet for the Cart Usage.**

“Treat them like kids on a field trip. Count them coming and going.” -Edith Skipper, Principal Security

These devices are a highly portable and popular devices. It is very important to keep them secure when not in use. The carts come with a lock, and all of our classroom doors come with them! When they are not in use, lock them up. NEVER leave them unattended.

Updating, Fixing, and Adding New Apps

1. Mrs. Enloe and Mr. Fielder are the only ones who will have access to the school iTunes account, and they will not share the password, so don't ask!
2. Updating and adding apps takes time, and lots of it! Keep this in mind. All app requests are due to Mrs. Enloe or Mr. Fielder by the end of the school day on Wednesdays. New apps, if approved, will be loaded and ready for use by the following Monday, when possible.
3. iPad app purchases can only be made through a special program called the VPP (Volume Purchase Program). Unfortunately, we are unable to use regular iTunes cards.