

## MHHSW iPad Cart Guidelines for Use

Updated 08/13/2013

Two carts of 30 iPads are available to all teachers, with AP and EOC teachers given priority. The carts must be scheduled with the librarians at least 3 days prior to use if using anything in addition to Safari. If only using Safari, 1 day prior notice should be sufficient. In order to keep the cart secure and in good working order, the following guidelines must be used.

1. Teachers will be required to schedule the cart with the librarians at least 3 days in advance of use. This will give the librarians time to set up the cart for the specific class which may involve the librarian downloading any requested apps. If only Safari is needed, 1 day advance notice should be sufficient. The calendar on the Library's website and a print calendar located on the circulation desk will display the scheduled and available times for iPad use. So, in order to determine when the iPad carts are available via the online calendar, you will need to do the following:

- a. Go to West High's Library Homepage : <http://mhhs.wcboe.net/?PageName=%27Library%27>
- b. Click on "Calendar" at the top of the page.
- c. View the month containing the day(s) you wish to check out the iPads.
- d. Fill out the iPad Usage Request form 3 days prior to using the iPads in your classroom.

Time scheduled to use the cart will appear on the calendar in the following format:

Description = Teacher last name—iPad Cart Period (ex. Smith—iPad Cart 2<sup>nd</sup>)

If the day(s) you need the cart is available, you will need to fill out the iPad Usage Request form. The form is available on our website in the iPad section and in the "forms" link in the library section of the school's webpage. If you view the print calendar that is located in the library, you will need to fill out the request form as well if the day(s) is available. Completed request forms will be honored over verbal requests if there is a time conflict.

Please see Mrs. Moreland or Mrs. Szatkowski if you need assistance in accessing the Library Calendar.

2. Teachers may schedule the cart for more than one class period within the same day, but not for more than two days at a time. We need to please 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 the librarians so that the library calendar may be updated so others may see that the time has become available.

3. The iPad cart must be transported to and from the library, by the teacher of record. The cart must be signed out using the iPad 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. The iPad Usage Request form is found by clicking on the "forms" link in the library section of the school's webpage.

Teachers also have the option to schedule time in the library to use the iPad cart if they would rather not take the cart to their room. Therefore, time would also have to be scheduled in the library as well. The library request form is found by clicking on the "forms" link in the library section of the school's webpage.

5. Teachers must properly supervise their students at all times while using the iPads. 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. Logging off may prevent the computer technician from determining where the student has been and the methods used to access the inappropriate material. If a student is found to be on an inappropriate site/app, his/her iPad use privileges will be immediately revoked. Please review the Acceptable Use Policy with students prior to each session with the iPads. This policy is found by clicking on the "forms" link in the library section of the school's webpage.

6. No food or drinks will be permitted while using the iPads at any time.

7. It is the responsibility of the teacher to ensure that all iPads 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 the librarians ensure that the cart is ready for charging for future use.

8. Substitute teachers are not permitted to check out the iPad cart.

**Thank you for helping us with following these guidelines! You are appreciated!**

