

INSTRUCTIONS for Computer Labs and COW Laptops

- Review the “Computer Lab/COW Rules” with each of your classes. Copies online at: <http://www.hrhs.net/content/infotech/helpdocs.php3>
- Assign each student a computer/laptop.
- Fill out a seating chart for each of your classes per computer lab used. Copies online at: <http://www.hrhs.net/content/infotech/helpdocs.php3>
- Record each student’s name on the appropriate computer assignment sheet. **Do not let students record their own names.**
- Ask your students to report any damage to their assigned computer and record it on the appropriate assignment sheet - even if it has been reported before. Be as detailed as possible. *If this is old damage, the purpose of re-recording it is to track if further damage has been done since it was originally reported.*
- **Be sure to let your students know that if they do not report damage to you, and the next student to use that computer does, they can be held accountable for the damage and may have to pay for repairs.**
- **ASAP: Email kflorek@hr-k12.org or call Kim Florek at x3039 with any newly reported damage.**

Expected Computer Lab Management Practices:

In order to maintain the integrity of our technology, staff supervising students while using a computer Lab or COW, are expected to:

1. Walk around the room to let student know you are aware of their activity.
2. Frequently remind your classes of the “Computer Lab/COW Rules”. Make it clear that you have certain expectations from them while they are in the Computer Lab and/or using a COW laptop.
3. Always remind your students they can be held accountable and may have to pay for the damage if they do not report it.
4. Never leave students unsupervised while they are using the school’s computers.
5. Be sure to always lock the door and/or COW cart after use.
6. Always secure the padlock of the COWS back on the cart in the locked position and tumble the combination while the laptops are in use.
7. Never give out the COW padlock combination(s) to students.

REMINDER: Substitute teachers are not allowed to use the COWs or computer labs.