**Procedures for 7th Grade One-to-One**

(SAS inSchool Grant)

**Security:**

1. Laptop environment should remain safe and secure.
2. Laptops should be transported safely and appropriately.
3. Students should never be left unattended while using laptops.
4. Laptops should remain on a flat surface – not on the lap or floor.
5. Laptops are for school use only.
6. All classroom doors are to remain locked at all times.
7. Laptops should be returned to cart at the end of the day.
8. Carts should be locked overnight.
9. Short term subs should not be left sub plans that require laptop use.
10. Long-term subs, familiarized with projects and procedures and with

administration approval, may utilize laptops.

**Management:**

1. No student should use a laptop that has not been either assigned to

them or signed out to them (see numbers 2 and 4)

1. Laptops are assigned consecutive numbers. In other words,

Mrs. King has 1 – 25, Mrs. Lewis has 26 – 50, etc.

1. Special Ed Teachers are responsible for working 1:1 with 7th grade

teachers to arrange time for laptop use. The laptops should remain within the7th grade house during such use.

1. Teachers will need to provide a sign-out sheet for special education

students that may need to borrow a laptop or students

that might have issues with their laptop and need to use another

computer. Store this sign-out sheet on a clipboard on top of the

laptop cart or a convenient area near the cart.

1. No student should be allowed to change factory settings; all settings

should remain set to default unless the house decides otherwise.

1. No students should be allowed to download and install ANY

applications.

1. Students should only use WCPSS emails (no outside mail servers

will be allowed, such as Yahoo or Google.)

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