



Simons Middle School iPad Mobile Lab Policy



COMPONENTS OF iPad MOBILE LAB #1

- 28 iPad's (2 iPad Mini's, 9 iPad 2s, 17 iPad Airs)
- 27 Power Supply Chargers with Cords
- One wireless access point with blue network cord
- One Storage Cart

CHECK OUT POLICY

- Reservations may be made in person, via email, or via phone call to the Library Media Specialist
- Reservations must be made at least a day in advance.
- ONLY teachers can check out a mobile lab
- No single iPad may be checked out. The whole unit must be checked out. Single iPads may be used in the library media center, if the mobile lab is not checked out

BATTERY LIFE

- iPad battery life will allow you 6 consecutive hours, generally.
- Battery life depends on what type of task you are working on.

POWER SUPPLY

- The power supply cords should NEVER be removed from the cart. They have been secured exactly where they are meant to be and should not be touched by anyone except tech and the library media specialist.
- Teachers are responsible for unplugging all power cords for students and making sure all iPads are plugged in correctly after use.
- At the end of the day, the library media specialist will be responsible for making sure each iPad is plugged into its power supply and that the cart has been plugged into an electric outlet to recharge the batteries for the next day.

FAIR USE

- In order to allow all classrooms equal time for the mobile lab, teachers will not be allowed to reserve the mobile lab for more than one week at a time.
- One goal of the mobile lab is for it to be available to all classrooms and shared equally
- The library media specialist has the authority to refuse the mobile lab to any teacher or reschedule the class to the computer lab.
- The mobile lab will be used during 4th and 7th period for intervention classes only, these classes have priority because they will use online programs (ALEKS, ReadingPlus).

REPAIRS/DAMAGES

- Teachers must report any suspected problems with equipment or software to the library media specialist immediately.
- Teachers must not attempt to repair or disassemble any lab equipment

SUBSTITUTE TEACHERS

- The mobile lab will not be allowed in any classroom with substitute teachers. NO EXCEPTIONS!



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TEACHER USE

- The teacher who has checked out the lab is responsible for every iPad, power cord, and the cart itself. If there is damage to any of these items, the person who has checked it out will be responsible for the damage costs.
- The teacher is responsible for picking up and returning the mobile lab to the Library Media Center, NO STUDENT PICK UP OR RETURN. If available, the library media specialist may deliver and/or come pick up the mobile lab.
- Teachers WILL NOT leave the room for ANY REASON, while the mobile lab is in their classroom.
- If the teacher has the mobile lab reserved for consecutive class periods, they may keep the cart in their room. If not, the lab must be returned at the end of the class period.
- Teachers are not authorized to install software/apps on any of the mobile devices. If a teacher requires special or non-standard software to be installed on the device for classroom use, then they must submit a technology request online.
- Teachers will have an iPad sign-out sheet. This will be used to track student use of iPads. The number on the iPad should correspond with student sign in number. Teachers will not allow students to connect or disconnect the hub or power sources. If this sheet is not filled out, then teachers may not be allowed to check out the mobile lab again.
- Teachers will not allow students to remove the sticker label on the back of each iPad or vandalize the sticker in anyway.
- Teachers will not allow students to remove the case from an iPad or damage it in anyway.
- Teachers will refer to the Fleming County Acceptable Use Policy in regards to appropriate use and disciplinary action.
- Teacher should ensure that all iPads are placed back in the cart in the correct location, turned in the correct direction, and plugged into the charger. (iPad Mini's – Top Shelf, Right iPad Air's Top Shelf, Left and Center, iPad 2's – Bottom Shelf)

STUDENT USE POLICY

It is the responsibility of the classroom teacher to teach students the proper use and care of an iPad. Some of the items that must be reviewed with students include:

- The mobile lab is governed by Fleming County School Internet Acceptable Use Policy
- NO FOOD, OR DRINKS allowed in the classroom when the mobile lab is in the room.
- Follow school rules around the iPad Lab; no running, fighting, pushing, shoving, etc.
- Tap gently on the screens
- Do not attempt to clean the screen
- No pencils or pens should be used as a pointer when showing something on the screen
- Students must carry iPads with two hands.
- Playing games and/or browsing the internet for pleasure is not permitted
- The mobile lab is to be used for instructional purposes only.
- iPads should be when seated on a flat desk, not on papers or other materials. If the student needs to leave their desk, they should put the iPad back in the cart or on a table or countertop in the classroom. Do not leave the iPads unattended on student desks.



Simons Middle School iPad Lab Policy Student Sign Out Sheet



Teacher Name and Period:	
iPad #	Student Name
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