

## MHHSE iPad Cart Guidelines for Use

Updated 11/17/2011

A cart of 30 iPads is available to all teachers, with Math teachers having priority, and must be scheduled with the librarians at least 24 hours prior to use. 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 1 day (24 hours) in advance of use. This will give the librarians time to set up the cart for the specific class. Search MHHSE in the First Class Directory, right-click on MHHSE iPad Cart, and choose Open User Calendar to view available times. Time scheduled will appear on the MHHSE iPad Cart calendar and the teacher's calendar on First Class.

Information required to set up the cart for a class includes the following:

- Date(s) and period(s) requested
- Apps to be used by students – all other apps will be removed or moved to the second screen
- Features requested to be disabled – Camera, Safari web browser, iTunes, etc.
- Time scheduled in the lab will appear on the MHHSE iPad Cart calendar in the following format:

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

Location = class title or activity name (ex. Algebra II or Factor Samurai)

There will not be a paper version of the iPad Cart calendar.

Please see Mrs. Wheatley if you need assistance in accessing the FirstClass Calendar.

2. Teachers may schedule the cart for more than one class period within the same day or for more than one day, but 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 MHHSE iPad Cart calendar on First Class may be updated so others may see that the time has become available.

3. The cart must remain locked when not in use. If the cart is found to be unlocked, the teacher scheduled to use the cart will be reprimanded. DO NOT allow students to unlock the cart or share the combination with students.

4. The iPad cart must be obtained from the library, by the teacher of record. The cart must be signed for on the Sign Out/In sheet when it is checked out and signed in again when returned. If a teacher is using the cart for two or more consecutive periods, the cart may be kept in the teacher's possession until the end of the last period of use. If the cart is not being used for consecutive periods, it must be returned at the end of each class period and signed out again at the beginning of the next period of use.

**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.**

5. Teachers must properly supervise their students at all times while using the iPads. Teachers are not permitted to sit at the desk or at a computer station while students are utilizing 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 remove that iPad from the student immediately and call an administrator. Do not allow the student to turn off the site or the iPad. 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.**

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

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