**Classroom Mobile Technology Use Policy for Teachers**

Please read the LAUSD Responsible and Acceptable Use Policy available <http://eastvalleyhs.com/technologyteam/>. You are responsible for making sure all students are aware of the policies contained therein.

Please be professional and share the Mobile Technology carts fairly. Mobile Technology is for meeting learning objective, and should NOT be used for entertainment (or when there is a substitute!!). Since demand for the computer labs and mobile carts is high, please limit use to two days in a row unless there are special circumstances. Fair use is considered 30 total periods (not days) per semester. Thank you for your professionalism.

Please follow the following procedure for laptop use in the classroom.

1. Prior to requesting the laptop cart for the first time, you must meet with Jesus to be trained on LANSchool and cart use.
2. Reserve your laptop cart for the day and period you need it ONE WEEK IN ADVANCE using the form on <http://eastvalleyhs.com/computer-lab-calendar/>. Each laptop cart includes 30 MacBook Air laptops with standard district software. There are other mobile technologies available depending on testing schedule - check with Jesus for access to these if all carts are reserved.
3. Your reserved laptop cart will be brought to the classroom at the beginning of the day by staff. Please do not leave the cart unattended at any time. You must lock the cart, and lock your classroom if you must leave the room.
4. Inside each cart will be a binder for use in checking out computers to students. Students MUST have their school ID in order to check out a laptop for that class period.
5. Students CANNOT leave the classroom with their laptop, and should turn it in to the teacher if they leave the room for any reason.
6. The laptop should be kept on a desk or table at all times.
7. If there is an issue with a laptop please do the following:
	1. shut-down and restart the laptop.
	2. contact staff for assistance (ext 461)
	3. submit a record of the issue via the link here: <http://eastvalleyhs.com/computer-lab-calendar/>
	4. record the name of the student utilizing the computer for administrators.
8. There is no printing from the laptops - students must save their documents to Google Drive, a flash drive, or email documents to themselves. Computers will be cleared of documents every day.