

# Computer Lab Guidelines

The computer lab is an extension of your classroom. It should be used for instruction, not a break, not reward, and what you do in the lab should be included in your regular lesson plans. Below are some guidelines for using the lab successfully with your students.

## Instructional Guidelines

- Set up student folders on the L drive for students to save their work.
- When you are in the lab all students should be given the opportunity to be on the computers. Computer use should not be taken away as a consequence for something that happened outside of the lab.
- Instruction in the lab should require limited use of the Internet. Even educational game sites should be used only for a few moments, possibly as something to do when they are finished with the main lesson. They should not make up the entire time you are in the lab. Remember, we want *you* to do the teaching, not the machine.
- Check with your team about possible technology requirements on your campus based on your campus CIP.
- Use a variety of software with the students. Kidspiration, Inspiration, Pixie2, PowerPoint, and Publisher are perfect for creating your own lessons and for use as an *end product* – the culmination of research or other activities. Connected Tech and edClass have lessons already created and can fit into the curriculum without as much preparation on your part.

## Management Guidelines

- **NO SUBS IN THE LAB.** Always leave an alternate set of plans.
- If you sign up for the lab, please show up.
- Please sign the sign-in book when you come, and fill it out completely.
- Have an orientation with your students the first time and go over rules and expectations. Remind them that the lab is a classroom.
- Monitor your students closely, especially when using the Internet.
- Have your students sit at the same station each time they come to the lab.
- Use the printers wisely – students do not need to print everything they do, nor should they be printing large amounts of information from websites. Be especially judicious with the color printer.
- If your campus has a wireless laptop cart, you must meet with your facilitator before checking it out with students.

Unsure about something? Just ask – we are here to help!