Beginning of the Year Tech Items

RESERVING LCD PROJECTOR/MOBILE SMART BOARD, STUDENT RESPONSE SYSTEMS

We have two COWs, or computer carts with 20 computers each that can be signed out. Teachers sign out the COWs by going to the spreadsheet in the Tech Sign-Out folder, located in Common folder. In that same location there is also a spreadsheet for signing out the mobile SMART Board and/or LCD projector. **Lee Riquelme is the main contact if projector and/or Mobile SMART Board set-up is needed.**

COMPUTER CART (COW) PROTOCOLS

- Students are not allowed to pick up (they will be sent back) the COWs or return them without an adult. When the teacher returns the COWs, he or she must plug it in and put it back where it belongs.
- COWs must be locked with a key, or if the lock is not secure the COW must be returned to the lab before 3:45.
- Students should not be changing backgrounds, themes, icon sizes, and wireless properties. A consequence should be given if a student has been caught doing this.
- Teachers should ask students to restart the laptops if they are not being used for at least an hour (once a day). Windows will not run computer updates if the computers don't get restarted.
- If laptops are not working, first go through the troubleshooting protocol in common folder. If none of those steps work, attach a sticky note to the laptop with a brief description of the issue & your name AND email Larissa Perkins about the issue that day.
- Laptops need to be placed in their assigned shelf number. Any spaces without a laptop or a note explaining their absence must be investigated immediately!
- A student sign-out sheet monitoring which student used which laptop is STRONGLY recommended.

> ALL STUDENTS IN GRADES 3-8 SHOULD HAVE A FLASH DRIVE WITH AT LEAST 4GB OF STORAGE.

STUDENTS USING DIIGO

Students will start the year learning about bookmarks and Diigo.
- Middle School students already have an email they are responsible for remembering their password, just like they will be responsible for their Diigo login information. If they do not have it, they should be sent to the book.
- When students are researching, encourage them to use the highlighting tools, virtual post-its, and bookmarking.
- When students are doing group research, encourage them to either 'Create a Group' or use a unique tag so that they can share the information each group member found.
- Remind students that all Diigo bookmarks are public by default. They must save it as private if they do not want anyone else to see their notes, description, or tags.
- Remind students to LOG OUT of Diigo at the end of each session. Otherwise, the next person WILL have access to their entire account.
- If the computer you are using does not already have a Diigolet, it needs to be installed.
    - Get the Diigolet at   http://www.diigo.com/tools/diigolet#forOthers