

### **Guidelines for Classroom Teachers in the Computer Lab:**

The computer lab is viewed as an extension of your classroom and another tool available to you.

Each 1<sup>st</sup> – 5<sup>th</sup> grade class will have a scheduled weekly time assigned to them for 45 minutes. Teachers are allowed to sign up for additional time in any of the computer labs if they choose to do so. Computer lab A is located in room 108 in the LS. Little computer lab A is also located in the LS, room 154. It only has 10 computers and is primarily used by the kindergarten classes. Computer labs B, C and D are located next to the US Vasser Woolley Memorial library. LS faculty are allowed to sign up for these labs but you need to keep in mind that not all the labs have the same children's software installed on them.

**Classroom teachers are required to be in the lab during their assigned computer time for the full 45 minutes. Lead teachers are in charge of the class. The computer lab is just considered and extension of your classrooms.** This is different than other resource classes so please make a note of it. At least one computer teacher will be in the room to assist you with computer problems and is always available to demo what we will be doing at the beginning of class. You are encouraged to do this if you feel comfortable with the software. Classroom teachers should feel welcome to jump in during the demo to brainstorm with your class or to review what it is you want them to come away with.

**We ask that lead and assistant teachers do not bring papers to grade to the lab or use the time to catch up on answering e-mails.** We need you to be active participants teaching or helping your students as you would in your actual classroom.

A computer teacher will e-mail you in advance to find out what you would like to cover. If you don't have any ideas they will ask you what you are currently working on in your classroom and your curriculum. They will give you some suggestions and examples of projects or ways you might be able to integrate your topic with technology. We may ask if we can modify a lesson to incorporate a

particular skill set that we need to make sure is covered for the grade level.

**1<sup>st</sup> and 2<sup>nd</sup> grade teachers should try to have their assistant teachers in the lab as well.** We need as many helping hands that we can get with this age group.

Typically, at the beginning of the year your computer teacher will have to spend the first couple of classes reviewing procedures for signing on to the server to all the 4<sup>th</sup> and 5<sup>th</sup> grader's. We should have all 4<sup>th</sup> and 5<sup>th</sup> graders getting in the habit of saving their work to the server from that point on. In addition, we would like to review using their e-mail accounts at the beginning of the school year. E-mail is a great way for you to give assignments or explain project expectations to your whole class and it saves paper.

All 4<sup>th</sup> grade students will have pocket flash drives assigned to them at the beginning of the new school year. We will train the students how to use them at the beginning of the school year. Students will be responsible for them. If they lose it they will not be assigned another one.

Please refer to the following websites for additional computer instructions:

Parent and Faculty Resources:

<http://fc.lovett.org/~admin/forums.htm>

Lower School Computer Procedures:

<http://fc.lovett.org/~djbecker/procedure/lspcedures.htm>

Ms. Becker's Informational Links:

<http://fc.lovett.org/~test/>

Great First Class email movie tutorials:

<http://www.createchsol.com/Intro83/>