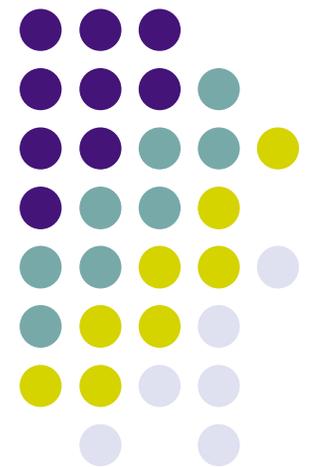
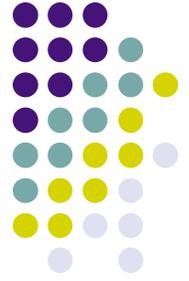


Wireless Cart Strategies

Effective Management





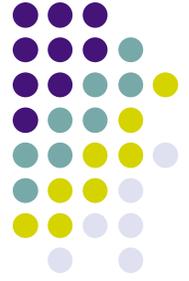
Receiving and Configuring

- Carts are preconfigured and imaged by the vendor.
- Maintain a copy of the original image for future uses.
- Use tie-wraps to keep wires in place.
- Keep a spare laptop (if available) on hand for checkout if/when one of the laptops are out for repair.

Wireless Cart Peripherals

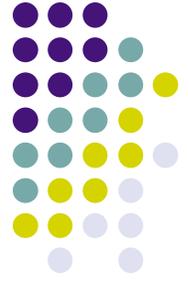


- Consider including each of the following items with your cart:
 - LCD Projector
 - Digital camera
 - External hard drive
 - Presentation clicker
 - Extra power strips
 - Additional Batteries
 - Keep additional resources on the cart: activities, student sign-out (acceptable use) sheets, passwords, etc.
 - Post a photograph of the cart with wires correctly placed and request that teachers return it the way that they received it.



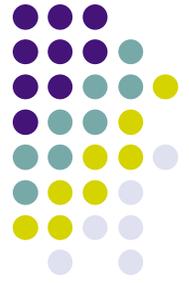
Cart Check-Out Procedures

- Offer a cart orientation before checking it out.
- Bar Code the carts and peripherals.
- Create and use a group CAB calendar for scheduling the carts.
- Leave Fridays open for last-minute bookings (this will allow teachers that weren't able to schedule previously).
- Allow for cart-sharing among 2 or more teachers.
- Consider offering 1/2 day and whole day checkout.
- Create a “tech-squad” that can wheel the carts from one room to another (middle and high schools).
- Consider storing the cart in a teacher's room overnight, if no one check's it out the teacher can use it.
- **Be Flexible!**



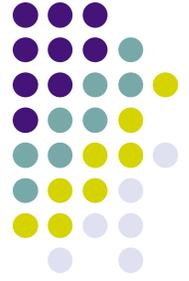
Student and Teacher Uses

- Have students sign an Acceptable Use form.
- Each student is assigned a laptop number, laptops are checked by teacher before being put back.
- Have the teacher test each laptop before handing it out.
- Provide teachers with a list of available applications and suggested uses.
- Offer wireless cart training for teachers during planning periods.
- Use the cart for staff meetings and to parent nights to gain exposure.
- Have a “best-practices” notebook available on the cart for teachers to suggest activities.



Saving Student Work

- Have students save work to network (otherwise work will be lost).
 - Create class or period login's to network folders.
- Use a flash-drive or external hard drive to store student work as backup option.
 - Ask your school administrator to add flash-drives to the “suggested student supply list”.
- As a last resort allow burning files to CD.



Security and Maintenance

- Require student login on Apple computers.
- Use Deepfreeze on Windows computers.
- Utilize management software (i.e. ARD) for remote troubleshooting.
- Create and deploy new images when making significant changes.
- Consider scheduling one day a month for maintenance.
- Have 1 or 2 replacement laptops available for computers that are sent out for repair.
- Store cart in well ventilated area.