**Mobile Lab Guidelines**

Canyons School District
Education Technology
Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

1. Follow your school's procedures for checking out a mobile lab.
2. Assign each student a number for a device.  They should use this same number every time they use a device.
3. Train students on expectations when using mobile devices.
   a. Always use your same number.  You are responsible for that device.
   b. Return the device at the end of class to the correct slot in the cart and plug it in using the appropriate cord.
   c. Carry the device with two hands.
   d. Make sure your hands are clean when using a device.
   e. Follow the district's acceptable use policy.
4. Make sure to carefully unplug the devices before pulling them out of the cart to prevent damage.
5. Keep the cords inside the cart neat and tidy.
6. Clean the devices periodically.
7. Make sure every device is accounted for, in the correct slot, and plugged in before students leave.
8. Lock the cart when the devices are not in use.  Do not share the lock code with students.
9. Report any problems with the devices to the IT department by submitting a footprints ticket.