

# Instructions for the Computers On Wheels

## Where to sign up for the COW:

- ❑ There will be a sign-up sheet outside of the Tech lab.

## Where the COW is kept:

- ❑ The COW will be kept in the Tech lab. When not in use, it will be locked to an anchor on the wall. Ask a tech support person or a technology teacher for the key.

## Before the COW arrives in your room:

- ❑ Make sure there is space for the COW to be wheeled into the room near the network drop.
- ❑ Assign each student to a number for the COW. The students will always use the same number.

## Using the COW for the first time:

- ❑ The first time you use the COW, please discuss the rules with your students, how to retrieve their individual laptop, and basic operating instructions.
- ❑ The first time, it will take a little longer to log in and apply their individual settings.

## Rules for the COW:

- ❑ Please stay in your seat unless you **MUST** get up.
- ❑ No gum, drinks, or food near the laptops.
- ❑ You must use both hands when carrying the laptop.
  - 3<sup>rd</sup> & 4<sup>th</sup> grade only. K-2 should have laptops delivered to their desks.
- ❑ Do not touch the screen.
- ❑ You should only be working on the assignment or project assigned to you.
- ❑ **Punishment:** If you are not being responsible and taking care of the laptop, you will lose your privilege to use the laptop for the rest of the period.

## Taking the laptop out and putting it back in:

- ❑ Do not pull the laptop out too far or the charger will be pulled out with it.
- ❑ Make sure to put the charger cord back in the slot after you gently unplug it.
- ❑ When returning the laptop, plug in the charger in the **back left** of the laptop.

## Reminders:

- ❑ When shutting down, don't close the lid until the screen turns completely black. Otherwise, the computer will hibernate, draining the battery.
- ❑ There is not an A: drive so you must save to the H: drive or to a flash drive.
- ❑ You will need between 5 to 10 minutes at the end of each class to get the laptops put away and the cart ready to leave.

## If you are the last person using the COW for the day:

- ❑ Please return the COW to the tech lab, plug in both power cords to an outlet, and turn both power buttons on.
- ❑ Make sure it is locked and return the key to the technology teacher or a tech support person. Do not leave the key sitting out or connected to the COW.

### Turning on the COW:

- ❑ Plug in the gray network cable to the white box in the wall next to the "red" dot sticker.
- ❑ Plug in the bottom black power cord on the back of the cart to a wall outlet.
- ❑ Turn on the cart power switch.
- ❑ Turn on the printer.

### Turning off:

- ❑ Reverse the order.