

Classroom Management with Laptops for Teachers

Managing a classroom that has technology requires advance planning. Classrooms with laptops require even additional planning because of their mobility.

Please set expectations and model appropriate use of laptops prior to classroom application. Therefore, the most important strategy is to create classroom guidelines in laptop etiquette. These guidelines should be clear and concise in how you expect students to use their laptops on a daily basis.

Guidelines for Laptops

- Bring your laptop to class every day.
- Laptop batteries should be fully charged before coming to class.
- Laptop may not be opened until told to do so.
- Hold your laptop with two hands when removing from case and carrying.
- Bring your laptop to class in sleep mode to avoid long boot-up times.
- You may not be engaged in unauthorized communication or entertainment during instruction and/or test/quiz.
- Shut down laptop only when given permission.

These guidelines can address school wide use or be tailored to meet specific classroom needs. Although not listed, consequences for inappropriate behavior should be developed as well. By and large, the guidelines should provide the foundation for a smooth transition in the consistent and appropriate use of laptops in the

classrooms.

Setting expectations by using guidelines is an important step to management but there are other strategies to consider as well. Some strategies to use to keep students focused and on task include:

- Use your laptop as a presentation tool to review the purpose, roles, goals and outcomes of the lesson before using the laptops.
- Set expectations and times according to each lesson and project. When students know what outcomes are expected, they are less likely to stray off task. Use tools such as graphic organizers to define roles, responsibilities and tasks.
- Create a help system that students can use when they have questions or need assistance.
- Move around the room to monitor progress and answer questions.
- Require students to lower laptop lids to a 45-degree angle for any direct instruction or to show when they have completed assignments.
- Use a simple participation assessment system such as a checklist or rubric so that you can grade desirable behaviors in staying on task and working cooperatively.
- Students respond more when they feel they are being evaluated for on task behaviors.
- Create a sign off sheet or checklist for each project- based lesson so that you can monitor progress easily while keeping students on task.
- **Take it slow. Use technology to lighten your load, not to increase it. It will be fun, as well as, educational.**