

# Elliott Building Mobile Wireless Classroom Rules

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The Mobile Wireless Classroom is a fully functioning technology “classroom lab” for use by all Mansfield academic departments within the Elliott building funded by the 2004-05 Student Technology Fee. The virtual classroom contains 20 notebook computers, and a wireless access point.

The laptops operate wirelessly within the Simon B. Elliott building giving access to Internet Explorer and to all software on standard classroom lab computers. The following rules apply:

- Use of the cart must be prescheduled with the building secretary, who will maintain the cabinet keys and a calendar of usage.
- The intent is to have a fully functioning classroom; therefore individual laptops are not to be removed for other uses.
- The full cart should be rolled to the physical classroom space before the class and returned to its docking area after the class. The cart is plugged into a power source.
- The faculty member who is using the mobile classroom is responsible for picking up the equipment, counting the laptops returned, making sure that laptops are on the charging unit in the cart that they came from, returning the cart and plugging it back into the wall.
- When laptops are used, time needs to be considered for any new updates to “push” from the network, virus scans to run, etc. The software will not remain current in any other way. The units must also be plugged back into the power strips before the cart is returned to storage to remain fully charged.
- The wireless access points are located in the cart. The cart must be plugged into a network jack before operation. The Access Point should have a solid green light for power and 3 flashing green lights for activity. It takes approximately 5 minutes for the Access Point to load.
- Wireless is a shared connection (I.E. several laptop units share one access point.) The more laptops that are in use, the slower the performance on the access point.
- The cart systems are setup as a standard classroom lab including all security.
- Each semester a lab assistant from the Elliott building needs to be selected, trained, and assigned to test and administer the units. The Elliott building I.T. technician can assist with training these individuals to be hired and managed by department chairs within the Elliott building.