The computer lab of six pods of 5 Apple iMacs (G3/266) each. The teacher station was in the middle, with the blue iMac.

This setup did not allow for a teacher to see what all students were doing at the same time. Many students could not see the projection screen either.
In this redesign, trapezoid tables were exchanged for rectangle tables. A teacher can stand on either side of the middle section of computers to see all but four or five computers at one time.
After the second redesign and upgrade of computers: 29 student iMacs, 1 teacher iMac. 1 multimedia projector. The closet was taken down, the projection screen was moved in its place. (drawing is not to scale)
Welcome to the Computer Lab! Elementary K-6

Lesson is in form of a Powerpoint or Keynote presentation to show all students the first time they enter the lab for the year. The presentation is on the teacher computer in the lab so all teachers can use the same one. Students use the lab once a week for an hour or twice a week, half hour each. This presentation should take about a half hour. Even though some of the students have been at the same school for a number of years, they need to go over the Welcome again before proceeding so everyone is on the same page.

1. **Review rules if there is an emergency, earthquake, fire drill, lock down or stay put.**
   (Emergency drills are a big part of elementary school so the students must know what to do in case of...We start with this as it is one of the first things even in the classroom that we must cover.)

2. **Come in quietly, follow seating chart.** (It was suggested that teachers create a seating chart for their students. Students always know where to go.)

3. **Basic rules for the lab: No food or drink, No running or playing, Be gentle with mouse & keyboard. Print with permission only.** (Print cartridges are expensive. Printing should only occur when it is aligned with the standards. This is rationale that is included in the Powerpoint for the teacher)

4. **How to use lab:**

   **Chair: feet under table, sit up tall, chair flat on floor.** (As much as possible with the size of chairs vs. the size of students, we try to help them sit as correctly as possible and use good form when at the computers. Unfortunately our lab serves kindergarten to sixth grade and adults. The tables and chairs are not ergonomically correct for anyone but it is hard to come up with money to buy proper tables and chairs. If we do have the money then do we get chairs and tables that fit the smaller students or do we fit the average size student in the school? One thought or philosophy is that a lab should be disbanded and computers put in the classrooms. That would bring up another set of questions let alone the ergonomically correct computer tables and chairs.)

   **Equipment: mouse & keyboard.** (In some cases this is a review of what the mouse & Keyboard are, in others it is the first introduction.)
Problems with computer- what to do if something doesn’t work. (This is a good time to go over some basic troubleshooting if there is time.)

5. **Internet Rules:** Sites must be approved by teacher- cover what to do if a student comes to an inappropriate site. Students must have a signed Internet agreement in their files in order to access the Internet. Depending on age teacher may go over email if allowed. (Another note for the teachers on the slide: Please preview any requested site before allowing students to go there. How much one goes into this and reviews the agreement with the students depends on the grade of the student. In this section I bring up Digital Citizenship and what it means. We work on it for the rest of the year but the introduction is here.)

6. **Logging into account. Features on the desktop:** dock, groups folder- hand in/hand out/ shared. (This gets modified depending on the grade level. Usually only the intermediate grades had the hand in/hand out/ shared folders. Kindergarten and first graders had the same password while 2nd-6th had individual passwords. We also go over password security- don’t tell others, don’t go into another’s account.

7. **Help Others:** your hands on your computer & mouse only. (Students are encouraged to help one another. Look to their shoulder partner and see that they were able to log in correctly.)

8. **Dismissal Procedures:** Straighten keyboard, & mouse. Gather materials/trash. Push in chair and stand behind it till dismissed to line up.