



Banning High School

Computer Lab Check Out Procedures



Computer Labs

The use of any check out computer lab on the Banning High School campus will be based on a scheduling system. Teachers may sign up to bring entire classes to the lab to do research, work on projects, complete online applications, take online assessments, and hone computer/keyboarding skills. Time blocked out to teachers that make valid reservations shall not be infringed upon. Prior notification does not include same day scheduling.

The use of the computer labs is restricted to the current students, faculty, and staff of Banning High School. Guests and community members must be approved by site and/or district administration to participate in the use of any BHS computer lab.

Available Computer Labs for Checkout

- Room 5103 A
- Room 5103 B
- Room 5105 A
- Room 5105 B
- Global Communications Lab (5102)
- Library

Available Lab Stations

- 36
- 36
- 36
- 36
- 18
- 11

Procedures for Computer Lab Checkout

1. Decide on a purpose for using a computer lab
2. Decide which computer lab you would like to take a class or classes into.
3. Decide on the date(s) and period(s) you would like to take a class or classes into one of the computer labs.
4. Inquire with [Ms. Kathleen Brown](#) for computer lab availability and to make a reservation. In addition to e-mail you may contact: x290200
5. A calendar for each lab may be made available on *My Big Campus* by the library staff so teachers can plan and see what is available.
6. **Cancellations:** A minimum of 24 hours prior to reservation. Sooner cancellations are appreciated as others may inquire to reserve that time slot.
7. To ensure equity, the library staff will carefully review each reservation request. We wish to avoid staff scheduling reservations of all periods in a day for weeks at a time or a day of the week for the entire school year. Of course there are certain times of a given school year when this may be applicable.
8. For all 5000 building computer labs please check out a key from the Principal's Secretary.

Check List

- ✓ Make a computer lab reservation
- ✓ Day of your computer lab visit: check out a lab key from [Dina Lorio](#).
- ✓ Day of: Inform all office staff that your classes will be in the computer lab. Inform the office staff of the computer lab room number and periods your classes will be there.
- ✓ Day of: Make and post a sign for your regular classroom door so that students will know where your classes are supposed to meet. (optional)
- ✓ Day of: Students and staff are to strictly follow and adhere to all computer lab protocols designed
- ✓ Day of: Take accurate attendance and enter into Zangle within the first 10 minutes in the lab setting.
- ✓ Day of: If any technology work orders are needed, submit the IT Work Order Form directly at <http://busdsrv01-wsvs/portal>
- ✓ Day of: Lock and secure the computer lab your classes utilize. Return the lab key to Dina Lorio on or before 2:50 p.m. No exceptions!
- ✓ Teachers must remain with students during the entirety of any class lab visit. Students may never be left unattended without certificated staff supervision.
- ✓ No staff member is to send individual students to a 5000 building computer lab for any reason.

NOTE: It is not advised or recommended that a substitute teacher be in charge of a class in any computer lab. Please consider an alternate activity in the regular classroom whenever a substitute teacher is assigned to your classes and is present. Thank you