

Information Technology – David Steinour, Vice Provost of IT

Effective Date(s): 4/19/01

Title: Portable Wireless Classroom Policy

Applicable with restrictions: Faculty, Administrators and Support Staff

Summary: The Portable Wireless Classroom (PWC) is contained within a hard-plastic case which can travel across campus. Its purpose is to supply a portable computer lab (up to 16 stations) for those where a computer lab is not accessible in their building or a computer lab is occupied at the time of need. **Please read the Details section to better understand this Policy and the restrictions that may apply.**

Contacts: By Email Only (itt@gettysburg.edu)

Details:

The PWC can be used in many ways to expand the instructional use of computers in the classroom. The following describes some of those uses.

- As a networked computer lab for occasional instructional purposes – These can include, but are not limited to, collaborative writing assignments, instructor-led software instruction, online test taking, and research assignments using the Internet or discipline-specific software. This use of the PWC would receive a high priority. For *regular* instructional purposes (daily or weekly sessions), the preferred action is to request one of the traditional computer labs--[Glatfelter 112 \(Mac\)](#), [204 or 201 \(PC\)](#), or McCreary 204 (PC). Doing so would free the PWC for other courses to use it on an occasional basis--thus expanding the number of courses that have access to computers for instructional purposes. If an appropriate computer lab is not available, or for courses which, by design, must meet in buildings without computer labs (such as the residence halls), this type of request would be a high priority.
- For hands-on computer training by the ITT Group or Reference librarians – When asked to train students in web publishing, PowerPoint, statistical software packages, etc., ITT may, in consultation with the instructor (or if the LIR is already in use), elect to use the PWC instead of the LIR.
- To enhance existing computer labs – The PWC may be used to add machines to existing computer labs so that all students in such classes can have access to a computer. However, such use will receive a lower priority when there is a scheduling conflict with an instructor who wants the PWC for non-lab use.

Restrictions and Limitations

- The PWC is not a pool of "loaner" portables. "Loaner" portables are handled through Ray Miller (x6956).
- The PWC is not a replacement for campus labs. For regular use (daily or weekly), instructors should use the other computer labs on campus. Only when these labs are not available, or when courses, by design, must meet in buildings without computer labs (such as the residence halls), will a request for the PWC be appropriate.
- Wireless technology is not appropriate for playing multimedia files from the Internet. Our testing indicates that the wireless technology does not support multiple, simultaneous attempts to play audio or video files on the Internet.

Scheduling

Email requests for the PWC to [ITT](#) at least two weeks in advance. Requests should include the following information:

- Is special software required? We need sufficient notice to install the software.
- Is network connectivity required? This allows us to ensure that a network jack dedicated to the wireless subnet is activated in the classroom.
- What kind of drives are needed? These laptops have modular floppy and cd drives and the appropriate drive can be inserted prior to pickup.
- Are spare batteries needed? If the laptops are intended to be used for more than two hours, spare charged batteries can be provided.

Scheduling of the PWC will be on a first come, first serve basis. Conflicts will be resolved by the ITT staff.

Delivery

The preferred method of delivery is for requestor to make arrangements to pick up and return the PWC themselves. ITT does not have staff dedicated for this purpose. Also the requestor will receive training on how to use the equipment, either in the ITT offices (preferred) or on site. If the requestor is unable to transport the PWC themselves, ITT will work with them and their departments to devise an alternative method of delivery.

Software

Requests for special software to be installed on PWC computers should be made at the time the lab is requested, and instructors should involve themselves in testing requested software as it is loaded. Instructors are responsible for licensing of non-supported software. The computers in the PWC have the following "base" load: Windows 2000; Office 2000; Internet Explorer 5.5; SPSS 10.1; as well as a variety of web plug-ins and media players. Contact ITT for a full list of the current software load.

Contingencies

These guidelines can be modified at any time if difficulties arise in any of the areas outlined above.