

1-to-1 Protocols School, Department, and Class

We teach not to produce little living libraries on a subject, but rather to get students to think mathematically for themselves, to consider matters as an historian does, to take part in the process of knowledge-getting. Knowing is a process not a product.

Adapted from Jerome Bruner,
Toward a Theory of Instruction, 1966

How does introducing laptops as individual student learning tools do to the protocols or procedures of a traditional class? How do teachers and students in a 1-to-1 best operate? What should students do in 1-to-1 classes that differ from traditional paper-pencil class rooms? How do I do this?

These are common questions asked by teachers at the commencement of teaching in a 1-to-1 class. Although the best answers will emerge from the act of experiencing 1-to-1 teaching and learning, there are some general patterns that help to answer the types of questions found above. The following are ideas and considerations for establishing 1-to-1 classroom protocols. This is not an inclusive list!

Class Activity	Considerations	Students must know...
Students enter class (3-5 minutes)	Students... <ul style="list-style-type: none"> • Enter class, take their laptops out of their backpacks (or lockers) and power up. • Remove (or call-up) their homework • Record their homework in their planner • Arrange their workspace Teacher... <ul style="list-style-type: none"> • Takes roll • Supervises entry procedures • Supports/directs students to stay within the allotted timeframe • Assists students who need support 	<ul style="list-style-type: none"> • How often to bring their laptop to class (daily!) • Charged battery or power source • How to store and or carry their laptops from home to school and from class to class • Where to find homework assignment directions • How to access the class webpage from home; how to access their stored work (school drive?)

<p>Beginning of class...as students begin their work (5-7 minutes)</p>	<p>Students ...</p> <ul style="list-style-type: none"> • Call-up the class webpage, access the daily planner or calendar and follow the directions (or links) found there <p>OR</p> <ul style="list-style-type: none"> • Follow the directions from the teacher about beginning class <p>Teachers...</p> <ul style="list-style-type: none"> • Displays the class webpage and daily planner or calendar and points out any unique directions or activities 	<ul style="list-style-type: none"> • How to log-on to the system • How to access the class webpage, planner or calendar • Class expectations • How to retrieve their work from the prior day • How to manage class online resources
<p>Ending of class...as students end the class.</p>	<p>Students...</p> <ul style="list-style-type: none"> • Make sure they have recorded and understand homework assignments • Save and close all open documents • Unplug and correctly wrap power source or charger • Store their laptops • Leave their workspace ready for the next student <p>Teachers...</p> <ul style="list-style-type: none"> • Supervise ending of class 	<ul style="list-style-type: none"> • The expected timeframe for properly saving and storing work/documents • Proper procedures for powering down their laptops (shut down between classes? Hibernate/sleep between classes?) • How to properly store their laptops
<p>During class--General procedures</p>	<p>Students know...:</p> <ul style="list-style-type: none"> • Printing...never during class? • Organizing their work on their laptops (creating folders and files; by class name? by unit or assignment?) • Managing online resources (individual blog, wiki, web portfolio (efolio) or Personal Learning Network site) • Using Google docs • Document sharing • Saving their work (regularly!) • Using the PCPS desktop (Stoneware) 	<ul style="list-style-type: none"> • Guidelines for printing • Laptop organization... folders, files, naming documents, etc. • How to access and manage the class and individual student online resources • How to create, edit, and share Google docs • That they must save their work regularly (and multiple times!)