



WISD Computer Lab

WISD Technology Department maintains a computer lab of 20 desktop PCs, for reservation by interested parties. The Computer Lab is located in the WISD's Teaching and Learning Center at 1819 S. Wagner Rd, Ann Arbor, MI, near the main conference center.

Who can use the WISD Computer Lab?

- Constituent Local School Districts
- Washtenaw County Governmental Units
- Michigan Department Of Education
- Community groups whose purpose is related to the mission of the WISD

Lab Fees

Fees for using the technology lab will be assessed as follows:

- Programs sponsored by the WISD Board of Education, Administration, Staff and constituent local school districts will not be charged fees to use the technology lab (i.e., room rental, technical time or instructors).
- Groups from Washtenaw County governmental units, Michigan Department of Education and community groups whose purpose is related to the mission of the WISD will be charged a rental fee of \$100/session for use of the technology lab plus a \$25/hour fee for technical time (i.e. set-up/software installation).
- *These fees are in addition to any necessary custodial and operational expenses that may be assessed.*

Equipment and Software

The WISD Technology Lab contains 20 Dell Optiplex 390 computers operating at 3.1 GHz. Each contains 4 GB of RAM and approximately 160GB of free space available on the hard drive. They operate using Windows 7 Pro. They are configured as 19 student workstations with a teacher workstation located at the front of the class. The Teacher Workstation is connected to a ceiling-mounted LCD projector and the room's audio system via the WISD A/V backbone. Additional connections are available for laptops via HDMI. WISD does not provide VGA->HDMI convertors, so, if needed, you will need to provide your own (If your laptop has a HDMI port, you will be fine). Audio is provided by the room's built-in speaker system through the teacher workstation.

PCs have the following software installed:

- Microsoft Office Pro 2013
- Microsoft Internet Explorer 11
- Mozilla Firefox (latest version)
- Chrome (latest version)
- Picasa 3
- Adobe Reader
- QuickTime
- iTunes
- Forefront AntiVirus
- MalwareBytes AntiMalware

All PCs are configured with MS Forefront AntiVirus and AntiMalware protection, which cannot be disabled.

If you have never presented using the WISD Technology Laboratory, we highly recommend that you make an appointment with a technology staff member to visit the lab prior to the start of your class or seminar. Technology can be reached by calling the Technology Help Desk number at 734-994-8100 x 1286.

Scheduling

General Public: The lab can be scheduled by contacting WISD Event Services at 734-994-8100 x 1315 or 1222.

WISD Staff: In your Outlook Calendar, please schedule a new meeting that includes the **ComputerLab** as a resource or room. If you need specific software for the class/event, please follow up by submitting a [CSR](#) describing what you need. Technology needs at least a week to turn around special software installs in the Computer Lab.

Technology Services will approve your reservation or request that you pick an alternate time if the lab has been previously reserved for that time.

Hours: The Computer Lab is available from 7:30 a.m. to 8 p.m., Monday through Friday, except for legal Holidays or on days when the WISD is closed due to emergency (weather, etc.). Saturday sessions can sometimes be scheduled through WISD Event Services, but be advised that on Saturday WISD Technology Services are not available.

Lab Procedures

- Food and beverages are not allowed in the lab.
- The copying of software from the computer is prohibited.

- Software installation must be done by a WISD technician. A license or receipt needs to be presented as proof of ownership.
- Physical abuse of equipment, or any attempt to crash or otherwise interfere with the normal operation of equipment is prohibited.
- Printing is unavailable for all lab computers.

User Responsibilities

- Users are responsible for media for file storage. CDs and flash drives will not be supplied by the WISD. Files left on the hard disk will be automatically deleted at the time of the next reboot (once a day).
- Please do not, move, relocate, or attempt to repair any equipment in the lab. Please contact the Technology Help at 734-994-8100 x 1286 for assistance.
- Please report any problems or concerns to Event Services or Technology Services.

Your adherence to these procedures and responsibilities is appreciated and helps the facility and staff to better serve the community. Please direct any questions to the Technology Department at 734-994-8100 x 1286.

Support

For technical computer lab support or general questions please contact the Technology Help Desk at 734-994-8100 x1286 or Event Services at 734-994-8100 x 1222

