



### **Best Practices for Teachers**

1. Develop a system to exchange assignments/homework.
  1. Email
  2. Scanner
  3. Parent
  4. District Liaison
2. Show a couple of video clips from the \_\_\_\_\_ website to introduce having a robot in your class. There will be excitement for a few days but it will settle down quickly.
3. If students ask what is wrong with the student and why s/he is using the robot, remind them this is against FERPA laws and that we are not at liberty to discuss the student's health. Only the student can disclose as little or as much as s/he wishes.
4. Engage the student using the robot just as you would a student in class. Make him/her feel a part of the class.
5. If the student isn't feeling well or is logging in from the hospital, s/he may turn off his/her video screen.
6. In the beginning, you may need to remind the student to mute his/her audio when s/he is not talking. This keeps the home or hospital background noise from distracting the rest of the class.
7. Fire Drills – have student log off and then back on after a certain period of time. Or, if you are able to contact the student via text or phone, you can notify him/her that way to log back on.
8. Lock Downs – turn the robot off. Advise the student to watch for the robot to become available again on the app or arrange to contact the student when the drill or threat is over.
9. If the robot freezes up, simply press and hold the power button for approximately 10 seconds to power it down. Wait about 10-20 seconds and then press the power button again to reboot it. It will take approximately 3-5 minutes to reboot.
10. Advise students in the classroom to keep hands off the robot camera. It can strip the gears if they move the camera up and down manually.
11. Discuss how attendance will be taken with your district/campus.
12. Batteries are designed to last 8- 12 hours. Sometimes a robot will get knocked off the charger overnight or wasn't docked properly in the afternoon. If this happens, Your District Technology Coordinator or Building Coordinator and FLLAC will receive a low-battery notice. FLLAC will contact the district liaison. Districts can take the charging cord to each class and plug the robot into a power source.