

# 21st Century High School Teacher Tools and Resources Staff Eligibility, Device Order Form, and Instructions

Please read these instructions fully and carefully.

In preparation for the anticipated 21st Century High School Teacher Tools and Resources and associated MLTI device deployment, the most important information needed from your school at this time are 1) accurate total number of eligible staff to receive MLTI devices, and 2) accurate shipping information. Using the numbers you provide, the MLTI Project Office will be able to order the correct number of devices to be shipped to your school in mid-September 2007.

1) Please review the enclosed *High School Staff List* for accuracy, and do the following:

- Add the names of your new or missing eligible staff on the extra lines provided and cross out staff names that no longer apply.
- Verify that the shipping information on this form is accurate.
- Let us know if your school has any special shipping instructions that we should be aware of (i.e., school has a loading dock, or the school can't accept delivery during the provided time frame, etc...).
- Include the name of your Deployment Contact and their phone number. This is usually your school's technical lead, but it could also be the custodian, or someone else that can be readily available to accept the delivery.

To determine staff eligibility, please refer to the *Eligibility Guidelines* below. Your *High School Staff List* must be returned to the MLTI Project Office no later than 2:00 PM on Friday, July 27, 2007. Your revised list may be FAXed to the attention of Laura Brown at (207) 624-6601, or mailed to her attention at the Maine Department of Education (see address below).

## **Eligibility Guidelines** for the 21st Century High School Teacher Tools and Resources

All certified teachers who teach 9th - 12th grade subjects including, but not limited to, mathematics, science, language arts, social studies, visual and performing arts, world languages, and/or special education, will receive an MLTI device. All certified high school principals, CTE directors, assistant principals, assistant CTE directors, guidance counselors, librarians, and literacy specialists will receive an MLTI device. Each participating school will be allotted one MLTI device for their technical staff.

2) Your Superintendent must complete, sign, and date the *21st Century Teacher Tools and Resources Agreement Form* (page 2) and return the form to the Department of Education. This form must be returned by Friday, July 27, 2007 and can be FAXed to Laura Brown at (207) 624-6601 or mailed to:

**MLTI Project Office**  
**Attn: Laura Brown**  
**Maine Department of Education**  
**23 State House Station**  
**Augusta, ME 04333-0023**

3) Should your school wish to purchase additional devices for ineligible staff members, please complete the *Additional Staff Device Order Form* (page 4). Please have your Superintendent sign, date, and return the form to the MLTI Project Office no later than Friday, July 27, 2007.

4) The above procedures will need to be completed for each individual High School or CTE Center in the School Administrative Unit and the forms do not need to be sent in at the same time.

**Should you have any questions on this process, please contact the MLTI Project Office:**

Bette Manchester  
Director of Special Projects  
(207) 592-3993  
[bmanchester@mainelearns.org](mailto:bmanchester@mainelearns.org)

Jeff Mao  
Coord. of Educational Technology  
(207) 624-6634  
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Steve Vose  
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(207) 624-6777  
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Laura Brown  
MLTI Project Assistant  
(207) 624-6746  
[laura.brown@maine.gov](mailto:laura.brown@maine.gov)

# 21st Century High School Teacher Tools and Resources Agreement Form

School Administrative Unit: \_\_\_\_\_

High School Name: \_\_\_\_\_

MEDMS School Code (4 digits) \_\_\_\_\_

## SAU Responsibilities

1. SAU agrees to deploy the MLTI laptop devices to teachers and staff in a timely fashion.
2. SAU agrees that principals and/or superintendents and identified leadership team will participate in scheduled MLTI-sponsored professional development.
3. SAU agrees to support teacher participation in ongoing MLTI-sponsored professional development.
4. SAU agrees to support teacher participation in ongoing locally-sponsored professional development tied to existing school plans.
5. SAU agrees to support technical lead participation in ongoing MLTI-sponsored professional development.
6. SAU agrees to ensure that all users are aware of the SAU's Acceptable Use Policy (AUP)
7. SAU agrees to allow access to the MLTI communication and collaboration tools to all educators.
8. SAU agrees to take part in studies, surveys, etc. related to the MLTI project.
9. SAU agrees to maintain the computer equipment in good working order.
10. SAU agrees that any additional software installations on the devices will be fully licensed.
11. SAU agrees that any software modifications or additions made locally do not disable the MLTI image in any way.
12. SAU agrees to abide by the AppleCare warranty on the laptops by using authorized repair methods, parts and providers, for the term of the agreement.
13. SAU agrees to use the MLTI Local Depot or other Department Approved Apple Authorized Service Providers for all repairs of MLTI devices.
14. SAU understands that failing to return defective replacement parts in a reasonable timeframe can result in late fees and parts replacement costs. SAU agrees to pay late fees and replacement costs.
15. SAU agrees to return extra devices as population decreases, and to request additional devices as population increases.
16. SAU agrees to maintain accurate records in the MLTI Asset Manager.

## Please select one of these options, and sign below:

\_\_\_\_\_ By signing below, we are accepting the responsibilities as outlined above, and wish to participate in the Maine Learning Technology Initiative's 21st Century High School Teacher Tools and Resources program for the school year beginning in the Fall of 2007 and ending in the Spring of 2011.

\_\_\_\_\_ By signing below, we are declining to participate in the Maine Learning Technology Initiative's 21st Century High School Teacher Tools and Resources program. We understand that we will not receive funds, equipment, nor support provided by this State-funded program for the term of the Agreement beginning in the Fall of 2007 and ending in the Spring of 2011.

\_\_\_\_\_ By signing below, we are electing to apply to receive funding from the program to support a Learning Technology Program that meets the Alternate Equivalent Value option.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

## Additional Staff Device Order Form

Please complete and return a copy of this form for each High School in your SAU to the MLTI Project Office if you wish to purchase additional devices for ineligible staff members.

Forms must be returned by Friday, July 27, 2007 and FAXed to Laura Brown at (207) 624-6601 or mailed to:

**MLTI Project Office  
Attn: Laura Brown  
Maine Department of Education  
23 State House Station  
Augusta, ME 04333-0023**

P L E A S E   P R I N T   L E G I B L Y

School Information			
1	SAU		
2	Superintendent Name		
3	High School Name	School MEDMS ID	
<b>Locally Funded Deployment</b> Enter the total number of ineligible staff members that the SAU wishes to purchase an additional device, using local funding sources. Each device will cost \$300 per year for 4 years. The first payments for these devices will be due September 15, 2007. Subsequent year's payments will be due August 31 of that year.			
4	Number of Additional Devices		
5	Local Annual Cost (\$300 x Line 4)		

I affirm that this information is correct and accurate. I understand that the SAU named in Line 1 will be responsible for any annual payments as reflected on Line 5.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

## 21st Century High School Teacher Tools and Resources



### Professional Development

The Maine Learning Technology Initiative in support of systemic high school reform efforts and in collaboration with Apple will provide professional development sessions for high school educators during the 2007-08 school year.

### Leadership

Leadership team workshops, focused on collaborative, inclusive leadership, use of professional learning communities and the strategic use of data and technology resources and tools, will commence in late September. Sessions will be held in each of the nine superintendent regions of the state. Leadership teams include the principal, teacher leader(s), librarian and technical lead.

### Educators

Educator workshops, focused on the integration of new tools and resources for curriculum, instruc-



tion and assessment, communication and collaboration, will begin in October and continue throughout the year. Sessions on content pedagogy and differentiation of instruction will be held in all nine superintendent regions. Particular attention will be paid to 21st Century Skills identified in the revised Maine Learning Results.

### Technical Staff

The MLTI supports high schools in which all students achieve at

high levels. To that end, specific sessions and ongoing support will be provided for high school technical staff beginning in late September. Particular focus will be on supporting communication and collaboration systems.



### Communication and Collaboration

Studywiz, an online communication and collaboration environment, supports a personalized, virtual learning environment for educators, students and parents. This environment will support the sharing of educator resources, collaboration and communication, development of personalized learning and graduation plans focused on student mastery of subject matter.

During the past five years, it has become increasingly clear that the ability to collaborate and communicate among teachers, students, technical leads, administrators, and parents is vitally important.

This environment will allow teachers to share resources, collaborate with peers, send and receive electronic messages, host online chats, and even store files in their own eLocker. Every teacher will be able to store up to 500MB of information in their eLocker.

### Hardware

The Apple MacBook is the laptop that will be distributed to all teachers.

Powered by a 2.0 ghz Intel Core 2 Duo chip and loaded with 1 GB of system memory the laptop will run Apple's award winning operating system, Mac OS 10.4 Tiger. The MacBook has a variety of

ports for connecting to peripheral devices, and will come with an 80GB hard drive, large enough to store all of your school work. It will have enough space to create and edit an iMovie, complete with music from your iTunes library, and photos from your iPhoto collection. The built-in wireless networking capabilities have been upgraded to Airport Extreme, 801.11b/g/n. Airport Extreme wireless networking will allow teachers to connect to any standard wireless network.

The optical drive is a slot-loading CDRW-DVD Combo drive. This means you can burn CDs, and watch DVD movies. The MacBook also includes a built in iSight camera for instant video conferencing with up to 3 other teachers and audio conferences with up to 9 other teachers.

### Support

Apple's MLTI support plan will continue in same fashion as today's Middle School 1:1 program. Each school will be provided with 2% or at least one MacBook as a spare device in case a laptop needs to be sent out for repair. Online tools include the MLTI Asset Manager, DepotWorks, and GSX to help track, manage, and keep the laptops in good repair. Batteries that lose their ability to hold a reasonable charge will be replaced at no cost.

The MLTI Local Depot will provide both warranty and non-warranty repairs. All costs related to non-warranty repairs will be the responsibility of the local school.

Each school will be issued an administrative copy of Apple Remote Desktop to allow technicians to push software updates or make configuration changes. Apple Remote Desktop can also be used to remotely manage computers or gather reports about system configurations and software loads. Remote management tasks can be saved and reused or scheduled so they are performed at off-peak times, or whenever MacBooks are available on the network.

For every 30 MacBooks at your school, you will be provided with a firewire hard drive that includes a custom solution to reimage and restore the device's software to the standard pre-loaded software image. Schools may also install additional software to the device provided it has license to do so.

### Buffer Pool

The Buffer Pool will provide schools with replacement devices for accidentally damaged or stolen laptops. Each school will be assigned a specific number of devices from the pool, based on size (1% of deployment in year 1).

The Buffer Pool will be housed at the MLTI Local Depot, so as replacements are needed, schools will be able to ship the broken device to the depot in exchange for a working device.



Software Title	Description
Mac OS 10.4 Tiger	Apple's latest operating system. Each year as available, the MLTI solution will be upgraded to utilize the latest version of the Mac OS.
Appleworks	Productivity suite that includes word processor, spreadsheet, database, drawing, painting, and presentation tools. <a href="http://www.apple.com/appleworks/">http://www.apple.com/appleworks/</a>
CyberDuck	CyberDuck is an open source, fully featured FTP/SFTP client. Users may use it to upload web pages to web servers and perform other file transfer needs. <a href="http://cyberduck.ch">http://cyberduck.ch</a> . Offered to MLTI by the David Kocher, the creator of CyberDuck.
Firefox	Fast and popular open source web browser. <a href="http://www.mozilla.com/firefox/">http://www.mozilla.com/firefox/</a>
GarageBand	Digital recording studio. Record and edit your own music and podcasts. <a href="http://www.apple.com/ilife/garageband/">http://www.apple.com/ilife/garageband/</a>
Google Earth	Google Earth puts a planet's worth of imagery and other geographic information right on your desktop. <a href="http://earth.google.com">http://earth.google.com</a> . Offered to MLTI by Google Inc.
GNU Image Manipulation Program	Open source image editing program. Similar to Adobe Photoshop. <a href="http://www.gimp.org/">http://www.gimp.org/</a>
Grapher	A 2D and 3D graphing calculator. <a href="http://www.apple.com/macosx/newfeatures/over200.html">http://www.apple.com/macosx/newfeatures/over200.html</a>
iMovie HD	Movie editing software. <a href="http://www.apple.com/ilife/imovie/">http://www.apple.com/ilife/imovie/</a>
iPhoto	Digital photo management, image enhancement, and slideshows. <a href="http://www.apple.com/ilife/iphoto/">http://www.apple.com/ilife/iphoto/</a>
iTunes	Digital music management and encoding. <a href="http://www.apple.com/itunes">http://www.apple.com/itunes</a>
iWeb	Web page creation and publishing. <a href="http://www.apple.com/ilife/iweb/">http://www.apple.com/ilife/iweb/</a>
Journler	A daily journal software package. <a href="http://journler.phildow.net/">http://journler.phildow.net/</a>
Keynote	Presentation software. <a href="http://www.apple.com/iwork/keynote/">http://www.apple.com/iwork/keynote/</a>
NeoOffice	Open source productivity suite. Create, open, edit, and save Microsoft office formatted files (.doc, .xls, .ppt). <a href="http://www.neooffice.org">http://www.neooffice.org</a>
NetLogo	NetLogo is a programmable modeling environment for simulating natural and social phenomena. It is particularly well suited for modeling complex systems developing over time. <a href="http://ccl.northwestern.edu/netlogo/">http://ccl.northwestern.edu/netlogo/</a> . Offered to MLTI by Uri Wilensky, the creator of NetLogo, Director of the Center for Connected Learning and Computer-Based Modeling.
NoteShare	Multimedia Digital Notebook. Create, organize, share, publish. <a href="http://www.aquaminds.com">http://www.aquaminds.com</a>
Other	The MLTI image will also include a host of other titles including Mail, iChat, iCal, Address Book, iSync, QuickTime, etc. <a href="http://www.apple.com/macosx/">http://www.apple.com/macosx/</a>
Pages	Word Processor and Page Layout. This document was created using Pages. <a href="http://www.apple.com/iwork/pages/">http://www.apple.com/iwork/pages/</a>
PASCO DataStudio	Data analysis, graphing calculator. <a href="http://www.pasco.com/datastudio/">http://www.pasco.com/datastudio/</a>
PASCO MyWorld GIS	A Geographic Information System for Inquiry-Based Learning. Query, plot and analyze geographic data such as climate, geology, biodiversity, population and more. <a href="http://www.pasco.com/myworld/">http://www.pasco.com/myworld/</a>
Safari RSS	Web browser with RSS feed management. <a href="http://www.apple.com/safari/">http://www.apple.com/safari/</a>
SketchUp Pro	3D design software. <a href="http://www.sketchup.com">http://www.sketchup.com</a> . Offered to MLTI by Google Inc.

For schools interested in purchasing Microsoft Office for Macintosh, the Department of Education in cooperation with the Microsoft Corporation and the Association of Computer Technology Educators of Maine (<http://www.ACTEM.org>) has secured special pricing for MLTI schools. If interested, please contact Craig Dickinson, Business Manager, ACTEM, (207) 646-2918, [cdickinson@actem.org](mailto:cdickinson@actem.org).

# Timeline

Date	21st Century High School Professional Development
<p>2 p.m. July 27, 2007</p>	<p><i>High School Staff List (to verify number of devices needed) Due*</i></p> <p><i>21st Century High School Professional Development Agreement Form Due**</i></p> <p><i>Additional Staff Device Order Form Due**</i></p> <p>*Mailed to each school. If you need a copy of the form, please contact the MLTI Project Office, (207) 624-6746</p> <p>** Available for download from <a href="http://www.maine.gov/mlti">http://www.maine.gov/mlti</a></p>
<p>Late-September</p>	<p>Leadership Training begins</p> <p>Device delivery to each school</p> <p>Technical Training begins</p>
<p>October</p>	<p>Teacher Training begins</p>

If you have questions, please contact:

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