

IMPORTANT LAPTOPS FOR LEARNING (L4L) END-OF-YEAR INFORMATION 2009:



With the school year coming to a close, OIIT requests your assistance with collecting laptops from individuals without a placement for SY09-10 and with sharing critical information with your teachers. **Please follow the L4L end-of-year guidelines and laptop return steps for Principals/Headmasters & TSTs.** To access the guidelines, go: http://boston.k12.ma.us/techhelp/L4L/L4L_Closeout.doc.

L4L Laptop Return Procedures

Laptops will need to be collected by **Wednesday, June 24, 2009** from staff that fall under the following scenarios:

Teachers without a placement for SY09-10 as of 6/5/09	Teachers moving to an administrative role (other than principal/headmaster)
Retiring	Resigning
Teachers applying for a leave of absence	Teachers moving to a part-time position
Teachers who did not register their laptop by 3/31/09	TSTs who were not full-time classroom teachers but received a laptop to support their role as TST
Teachers who do not meet the criteria for eligibility for school year 09-10	

Please communicate with teachers whom you know do not have a placement in BPS for the 09-10 school year that they will need to turn in their laptop. OIIT will email Principals/Headmasters an inventory of L4L laptops in their building to assist with identifying teachers who need to return their laptops. OIIT will also communicate directly with teachers, TSTs, and P/HM regarding laptop collection procedures, as well as additional end-of-year information via BPS email.

OIIT has a new process for laptop collections this year. Teachers are required to drop off their L4L laptop at a designated location and time (see below).

- **Monday, June 15th: East Boston High School, 2-5 p.m.**
- **Tuesday, June 16th: Brighton High School, 2-5 p.m.**
- **Thursday, June 18th: West Roxbury High School, 2- 5 p.m.**
- **Monday-Wednesday, June 22nd-24th: Madison Park & Campbell Resource Center, 2-5 p.m.**

OIIT will work with Principals/ Headmasters at their discretion to arrange school-based pick ups of laptops (for approx. 10 or more laptops). Please contact the OIIT Service Desk at 617-635-9200 to schedule a school-based pick-up. For pick-ups, please make sure that teachers complete and sign an L4L Return Form at: <http://boston.k12.ma.us/techhelp/L4L/ReturnForm.pdf>, as well as turn in their laptop, bag, and peripherals (lock with combination, remote, charger & extension cord). **Under no circumstances may L4L laptops be stored at a school for the summer.**

Software Updates & Connecting Laptops to the BPS Network & Internet

For individuals keeping their laptops over the summer, **laptops must be hard-wire connected to the BPS network prior to the end of the year to ensure that laptops have critical software updates for the summer!** During the summer, laptops need to be connected to the Internet on a regular basis, i.e. once a week, to make sure that software licenses and virus definitions are updated.

For a video tutorial on running software updates, visit the L4L website at: <http://boston.k12.ma.us/techhelp/L4L/UpdatesVideoTutorial.mov>.

Evaluation Survey

BPS and Boston College have partnered to conduct a four-year study on the impact of technology in the classroom. We are asking all BPS teachers and Principals/Headmasters complete a short online survey concerning their use of technology since they received an L4L laptop. Your participation is most appreciated as we measure the impact of L4L to ensure its continuation.

To access the survey & more information on the L4L evaluation, go to: <http://www.bc.edu/L4L>.

To encourage participation, any BPS school with over 80% of their teachers completing the survey by the deadline will be entered in a drawing for a free catered faculty lunch by BC. In addition, all teachers who provide their name will be entered in a drawing for a new iPod!