

Guide for School Readiness Checklist (SRC) ***(July 2008)***

This guide has been prepared to assist in the implementation of the Classrooms For The Future (CFF) Project. Should you require additional information beyond that contained in this guide, please contact the Pennsylvania Department of Education (PDE) Project Manager, Holly Jobe at (717) 214-9393 or c-hjobe@state.pa.us

This guide provides clarification of school readiness requirements for effective and efficient implementation of the CFF Project at each participating school. Attached to this document is a checklist that will be used by the CFF Project Team to prepare for the implementation of the CFF Project at your school. This guide is a review of the building, existing network infrastructure, number of Teachers & Students participating, school contacts, and other pertinent information. There are explanations within each section designed to answer questions prior to the completion of the checklist at the end of the guide. Your thorough review and subsequent completion of the checklist will facilitate the implementation.

Once you have reviewed this guide and completed the attachment, the checklist should be provided to the Apple and/or CDW•G Project Manager as soon as possible in electronic form. Please be sure to print a copy for your records and for review as needed during the implementation of the CFF project.

A number of districts that are participating in the CFF Project have several schools or buildings and it is important to complete a separate School Readiness Checklist (SRC) for each building or school that have more than one participating in the CFF program.

Please note: Submittal of the SRC contains key information and will initiate important processes within PDE and CFF vendors to assist your district in a successful CFF implementation. It is important to have the district's best available information included in the SRC.

Required Actions

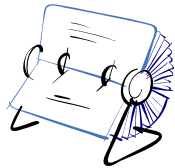
1. Review this document and the checklist with the members of your team.
2. Complete the attached checklist for each separate school location in your district rollout.
3. Review district and install team responsibilities at the end of this document.
4. Send the SRC to the appropriate vendor/s contacts listed on the SRC form itself.
5. ***Congratulations!*** Your district has taken an important step on the way to a successful Classrooms For the Future implementation!



Basic Information (CFF Checklist Section 1)

Providing accurate information will serve to facilitate communication throughout the CFF Project from implementation to completion. Including a street address for the school, not just a mailing address is important as both Apple and CDW•G Project Teams often use mapping software to help plan our trips and we need as much detail as possible.

For item 9: If there are special directions on how to locate your school or if there is a specific entrance to use, please include that information. Please include the expected start and end dates of any major renovations or construction at the school expected this year.



District/School Contacts

The CFF Project is an important opportunity for each participating school to enhance education. It is very important for all the personnel supporting CFF to have accurate information about your school and who to contact at each school. The most successful projects are those that ensure efficient and effective communications are established and maintained. Recognizing the importance of this, the School Readiness Checklist for CFF (SRC for CFF) attached to this guide requests a comprehensive point of contact submission from each school.

- ⚠️ Ensure all contact roles have a name, phone, and email, even if that person is named in another role as well.



District CFF Grant Information (CFF Checklist Section 2)

The SRC for CFF Section 2 is designed to ensure that accurate information is provided to the Apple and CDW•G Project Managers as well as the PDE Project Manager. Using this information to ensure that adequate preparations are in place for the implementation benefits everyone involved in or supported by the CFF Project.

It is recognized that there may be small changes to quantities or subsequent orders for equipment related to the CFF Project and the Project Managers will track each subsequent order to ensure that appropriate implementation support is coordinated. Please use the best available estimates on quantities.



School Facility information (CFF Checklist Section 3)

Interactive White Boards (IWB's) (Item 43-45)

Interactive White Boards can be installed over a variety of wall surfaces in addition to the option to install them in a mobile stand. Extensive discussions during the initial phase of the CFF Project with the PDE, the CFF Participating Schools, and the Installation Teams revealed a number of important considerations. The PDE determined that the proper installation procedure would include representatives from the schools, the CFF Project Managers, and the Installation Teams.

While the school representatives should decide on the placement of the IWB's, either wall mounted or installed on a mobile stand, it should be remembered that should the decision be made to mount the IWB's on the wall, the district will be responsible for the preparation of the wall for installation, specifically drilling any holes with wall material appropriate hardware in the surface identified for mounting the IWB. To speed installation, holes should be drilled prior to the installation date. Consultation is available from a number of sources including the Apple and CDW•G Project Managers, and the Promethean and Polyvision Representatives, as well on the Ed Hub, Promethean, and Polyvision websites.

Schedule (Item 46)

The Installation Teams assigned to support each CFF School are experienced in the unique aspects of integration in and active school environment. A thorough dialogue with between each school and the Installation Team is critical. No Installation Team wants to disrupt the Teaching and Learning in the School. Installation Teams can quickly and quietly work in empty classrooms during the day.

Power (Item 47)

The requirements for power to the components of the CFF solution are provided below.

- Interactive Whiteboard Power Location within 10 feet.
- Power for cart in use (power for teacher's laptop, cameras, projector, etc).
- **CDW•G Only:** Power for cart in recharge mode (2 outlets of 110 V with 20 Amp service per cart).
- **Apple Only:** Power for cart in recharge mode (1 outlet of 110 V with 20 Amp service per cart).

Projector (Item 49)

Location of cart/projector when in use with IWB. The projector must be installed a minimum of 8 feet away for the surface of the IWB. Installation closer than 8 feet will not provide for accurate and optimum projection. Installation at a distance greater than 9 feet will also impact the quality of the image.

Wireless Access Points (WAP's) (Item 50)

- 2 active Ethernet ports.
- Ports near Access Point mounting location.
- Network Access Method (Network configured to accept new WAP's).

Disposal of Trash (Item 52)

The Installation Teams will remove all trash that accumulates as a function of the installation to a specified location on school property. Preparation by the school representatives in anticipating the required disposal needs will help to ensure that all trash can be accommodated on the dates of installation. Both the Apple and CDW•G Project Managers can assist with estimating volume requirements for disposal.

Cable raceways for classrooms

Schools are encouraged to consider minimizing the exposure of cabling within the classroom. Phase 1 of the CFF Project provided insight into innovative solutions that the schools used to enhance the appearance and functionality of the cable raceways that might serve as appropriate solutions for Phase 2 schools. Please refer to the [Apple Best Practices](#) and [CDW•G Install Suggestions](#) available at PDE's EdHub under [Classrooms for the Future→Vendor Partnership](#) (Documents in lower right pane).



Imaging (CFF Checklist Section 4)

Image

The image developed by the Vendors has been reviewed and approved by the PDE and is found to be both reliable and versatile. Every school that has a content filtering process in place should be able to quickly add the CFF equipment to the existing network infrastructure and allow for rapid deployment into the classroom.

- ⚠ **PDE and your CFF vendors encourage use of the preloaded CFF image. Major modifications may affect your school's ability to engage in collaboration and troubleshooting with other CFF school and vendors.**
- ⚠ **Districts are responsible for understanding software licensing included with CFF laptops and solely responsible for any additional software used in the implementation or use of laptops.**
- ⚠ **The Department of General Services has prepared an official list of licensed software available on PDE's EdHub under [Classrooms for the Future → Vendor Partnership](#) or by [clicking here](#).**

Please review (Items 53-57) which scenario best describes the District's plan for the CFF preloaded image. **Please note that any image modifications must be completed within 15 days of receipt of equipment so as not to delay the integration of the CFF equipment into the classroom.**

- **Add** - District plans on adding 1-2 quick loading (under 10 minutes) programs that would not require a new image be created (ex. Antivirus).
- **Significantly Modify** – District plans on significant modifications that would require a list of programs & configurations be added/changed and likely require complete reimaging. (ex. Novell networks, department specific programs, etc.)
- **Erase** – District plans on using its own unique base image. (NOTE: this requires that Classrooms For the Future programs be loaded and tested prior to installation scheduling).



Network Readiness (CFF Checklist Section 5)

While the computer cart solution will exist as its own network, it will also join your existing network. It is important for the Project Teams to know what is going on so we can best integrate the two networks. Please make this information as accurate as possible on the checklist.

We will need to connect to your network at an access point in the classroom where the computer cart will be used. Each school is responsible for designating the location for the cart. The Ethernet access port should be located close (within 3 feet) to the power supply.

Existing Network Information (Items 58-65)

It is recommended that this section be completed by or with the school/district's Network Administrator. Please use the latest information available. It is helpful to note any planned upgrades in the second column.



Expectations for Installation

The Installation Teams will contact each school prior to installation day to discuss the installation and possibly schedule a walk through of the school. This first contact will serve to help ensure that the installation is successful and causes minimal interference with the education process. Please provide the Installation Teams with as much information as possible to assist in the process.

Once the SRC Checklist is completed, please email it to the appropriate Project Manager using the email information located at the top of the checklist.

Thanks for all your help in this important project!

- ⚠ Remember, help is always only a phone call away!
 - PDE: Jim Beeghley (717) 705-8884
 - Apple: Tom Wangler (405) 203-0615
 - CDW•G CFF Hotline: (888) 494-4239 ask for your dedicated Account Manager.