



# MEA IPAD ROLLOUT PLAN

August 10, 2012

## MEA Technology Team

Chris Harvey: Principal

Kelly Burns: MEA Technology Specialist

Crystal Cruz: Technology Support

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## Training/Information dates:

August 18, 2012	Information/Sign Up/Pay	Parents/Students: 9am-4pm
August 23, 2012	Information/Sign Up/Pay	Parent Night: 6:30pm
August 27, 2012 MEA Orientation Week	Student Training: IPAD, Vschoolz, & Digital Citizenship	Students: Small groups trainings 9am-4pm
August 30, 2012	Information/Sign Up/Pay	Back-to-School Night: 6:30pm

## Security:

IPAD devices will be stored in the front office supply closet area where there is limited key access and 24/7 camera monitoring.

Using the “Destiny” software system, each student, after verification of fee payment, will receive an IPAD that will be scanned to him or her. Our ID card system has their skyward information so when we scan their ID card, it will link the IPAD to the student and their demographics. We will also keep a hard inventory copy.

## Estimate Implementation Date: September 2012 after Labor Day

Delivery will only be to students & parents who’ve signed the district forms, paid their \$40/annual fee, completed the MEA digital citizenship training, and MEA IPAD overview training.

**Parent & Student Communication:** Parents received information beginning in June 2012. Our first parent night for informing parents was July 12, 2012. The MEA staff recorded and distributed an ALERT NOW to inform all students and parents interested in receiving an IPAD to attend the August 18, 2012 student orientation at MEA. We will accept payment on that date. August 13-16, 2012, the MEA staff will walk the neighborhoods to visit 100 student homes to personally hand out information packets about our upcoming year, and flyers pertaining to the IPAD initiative and our student orientation date.

**Monitoring:** MEA will implement a semester inventory check to determine lost, damaged, or stolen IPAD items. Students passing the 9 week inspection will be incentivized through the campus PBIS team.