

MLTI Participation Packet 2014

For more information, please visit:
<http://www.maine.gov/mlti/deployment>



Jeff Mao

Learning Technology
Policy Director

jeff.mao@maine.gov

207-624-6634

Charlie Hartman

Project
Manager

charlie.hartman@maine.gov

207-624-6679

Stephanie Masse

Project
Associate

Stephanie.masse@maine.gov

207-624-6746

THIS PACKET CONTAINS:

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MLTI Participation Form 2014

Instructions

Important Dates:

Forms submission deadline: **May 15, 2014, 5 PM**

Anticipated

Equipment Shipments: early July 2014

Forms Submissions:

There are three forms that must be completed, signed, and returned to the Department of Education by May 15, 2014:

- 1) *MLTI Participation Agreement* (page 13 of this packet)
 - a. This form must be signed by the Superintendent.
- 2) *MLTI Device Order Form*
 - a. Download from <http://www.maine.gov/mlti/deployment/>
 - i. Note: There are many different forms depending on the solution of your choice and the participating grades. If you are unsure which form is the correct form, please contact the DOE MLTI Project Office at mlti.project@maine.gov or 207-624-6746.
 - b. This form must be signed by the Superintendent.
- 3) *MLTI Shipping Information* (page 14 of this packet)

Once your forms are submitted, the Department will send a confirmation email the Superintendent confirming receipt of the forms and to validate the information on the forms.

MLTI Program Description

Goals

The MLTI goals remain:

- Equity
- Integration with Maine's Learning Results
- Sustainability / Avoiding Obsolescence
- Teacher Preparation and Professional Development
- Economic Development

At a school and classroom level, these goals can be translated into a few more tangible actionable goals: 1) changing teacher practices in ways that leverage technology to facilitate a student-centered learning environment, and 2) active participation in on-going professional development efforts.

Professional Development

Hewlett Packard (HP) in collaboration with Education Networks of America (ENA) has designed an overall professional development plan (PDP) specifically to address transforming education and the classroom experience. This PDP takes into consideration that educator and leader adoption of technology instruction and skill levels vary widely, so HP has carefully selected a robust variety of professional development offerings. These offerings not only meet the learning needs of novice to experienced technology users but also provide a selection of professional development opportunities to ensure sustainability and support expanding various educator and leader capabilities around effective instruction for teaching and learning in a 1:1 environment.

Professional Development Partners and Delivery Modes

The PDP leverages the skills and experience of seasoned professional development partners, with a long-term commitment to education, and includes state-level consulting, leader-led or train-the-trainer workshops, online facilitator-led or self-paced classes, video tutorials, webinars, and a robust selection of other online resources to meet the needs and learning styles of educators and leader learners. Professional development partners include: HP, Microsoft, Intel, McREL, Atomic Learning, ClassLink and Common Sense Media with ENA providing project management services.

Summary of Leader-Led Facilitated Professional Development Offerings

Leader-led workshops and training sessions for educators, leaders and technology administrators are to be delivered over a four year period, and include Intel and/or Microsoft workshops for novice, intermediate and advanced users, ClassLink workshops, HP technical workshops, and McREL advanced 1:1 technology integration and quality instructional strategies workshops for mentor educators and leaders.

Summary of Online Self-Paced Professional Development Offerings

The PDP offers a broad selection of online resources and self-paced training provided with all HP devices. Included are: Atomic Learning Integrate and Mobilize tutorials, Common Sense Media K-12 Digital Literacy and Citizenship Project and Learning Ratings for Educators courses and resources, Intel Teach Elements Series, Education and Engage Community courses and Network courses and communities.

Personal Digital Device

HP ProBook 440 Notebook

The HP ProBook 440 is a fully functioning personal computer optimized for Genuine Windows® 7. It supports the Microsoft Windows Professional operating system, and is configured with dedicated components including system memory, hard drive, and wired and wireless network connections. It offers multimedia tools, easy-to-use security, and aluminum casing for added protection. The HP ProBook 440 includes a spill resistant standard-sized keyboard and wear-resistant HP DuraFinish to keep the keyboard looking newer longer. The HP ProBook 440 configuration includes a Touchpad with gestures support, including an on/off button with LED indicator, two-way scroll, and two pick buttons. The HP ProBook 440 Notebook PC is designed for efficient and comfortable use with a minimum amount of fatigue or adverse physical effects. The HP ProBook 440 Notebook PC is configured with a battery pack, which will enable the portable computing device to last through a typical school day, and will recharge in a time period less than overnight. The battery can be recharged by the student at home or elsewhere, and/or charged in a multi-unit recharger at a school.

Allocation of multi-unit recharger stations will be based on school size, and districts will be able to work with MLTI to optimize the number of stations per location. These charging stations will accommodate up to five batteries at one time, and spare batteries for use with the supplied stations will be included.



Wireless Network

Included in the MLTI service is a new wireless infrastructure that is optimal for supporting 1:1 initiatives. HP and ENA, in collaboration with the Department, will provide a fully managed wireless service that includes all new access points, Power over Ethernet switches, high capacity bandwidth between the local area network and the wireless network, as well as all necessary wireless site surveys, design, and implementation. The MLTI wireless service also includes on-line reporting and custom security and network configurations for each school, so that the wireless service can best fit the 1:1 and other digital learning initiatives of each district.

The MLTI wireless service includes high capacity wireless coverage for all classrooms and instructional areas as well as for gymnasiums, auditoriums, cafeterias, libraries and administrative areas, including the main office of each school. The service is tuned to provide excellent coverage for the HP personal computing device, but the service also allows guest or BYOD access for any standards-based wireless LAN device. Beyond the initial implementation, all ongoing design, support, monitoring and maintenance, including replacement of any degraded or failed components, is included in the service.



The wireless service provided by MLTI utilizes ENA's highly available, geographically redundant datacenters for cloud-based wireless management and control. Each MLTI wireless implementation is designed to function seamlessly with the local area network. Service includes upgraded switches and 10/100/1000 Mbps handoffs, greatly increasing throughput between the WLAN and local area network.

Wireless service includes:

Wireless Network Equipment

- Wireless access points and switch gear with mesh networking and controller-less architecture for industry leading uptime and auto-recovery.
 - Full 802.1a/b/g/n 2.4Ghz and 5Ghz wireless networking
 - 2x2x2 and 3x3x3 MIMO spatial streams
 - Power over Ethernet (POE) capable (802.3af) Ethernet ports
 - Enterprise-class gigabit switching with on-demand provisioning
- Connectivity
 - CAT 5e cabling for seamless integration to customer's LAN
 - Singular or multiple 1Gbps connections between wireless infrastructure and Local Area Network (LAN)
 - Power over Ethernet (PoE) and wired Ethernet connections
 - Full integration with customer's Local Area Network (LAN) for access to local resources such as printers and file servers as required

Wireless Managed Service

- The MLTI service model is an Infrastructure as a Service (IaaS) solution designed and optimized to provide a complete turnkey wireless networking solution.
 - Help Desk with proactive monitoring, maintenance, recovery and replacement initiatives, available Monday through Friday, 6:00 a.m. to 10:00 p.m.
 - Full design support, site survey, network mapping, integration testing, and installation of the managed wireless networking solution
 - On-demand software updates to all ENA-owned components of the service
 - All necessary wireless security, policy design, and on-boarding implementation
 - Comprehensive online visibility for authorized technology staff, including:
 - Data Usage – Usage differentiated by bandwidth, SSID, and AP's
 - Top 10 – Top usage for Users, AP's, and Devices
 - Applications – Top applications in use
 - OS – Top operating systems in use
 - Intuitive Date Tool and Site Selection functionality
 - Advanced graphing engine with hover, zoom, and export features

Communication and Collaboration

The MLTI device is configured with standards-compliant wireless and wired network access. Students and teachers can connect to the Internet from home or other locations via the local ISP account, allowing schoolwork to be accessed outside of school hours.

Additionally, ClassLink's LaunchPad product is included with each HP MLTI device. LaunchPad is the student and teacher's personalized cloud desktop that gives access to schoolwork from anywhere, reinventing the experience of instructional technology. LaunchPad delivers access to files (both in the 3GB ClassLink storage area and for configured district- and school-based file servers), school software and powerful collaboration tools both within the school and when working outside the school.

Microsoft's cloud based service, Office 365 for Education, is included as part of HP's MLTI offering. Office 365 for Education will extend the power of Windows and Office Professional that will come on your new HP MLTI device by enabling schools to create experiences that help students and teachers to easily connect with each other, collaborate on assignments and form new ideas all within a browser anytime and anywhere.

Each user will received a 25GB email/calendaring inbox, 7GB of synchronized storage, Office Web Apps for web-based collaboration of Office documents and an individual web presentation subscription (Lync) for IM, VOIP calls, Video calls and group discussion. Additionally, each District will receive up to 25TB of pooled storage to be allocated via the web administrator console by the District's I.T. team. Exchange Online, Lync Online, SharePoint Online, SkyDrive Pro and Office WebApps can be enabled at the District's discretion altogether, individually or any combination best suited to the District's needs.



Warranty and Support

MLTI is including managed services, which cover the portable computing device for four years. This custom support and maintenance covers parts and labor in support of portable device under normal wear as well as coverage for defective units. To meet availability and timely replacement requirements this custom support is being accomplished by the use of "hot-spare replacement units" and a return to repair depot strategy. These hot-spare units will be supplied in the same configuration as the regular student devices. End user replaceable parts like keyboard, mouse, battery and power bricks will also be available to school districts. The primary 6-cell battery and replacement batteries carry a one-year limited warranty. The charging stations are covered under warranty as a part of the managed services supplied.

HP is providing multiple ways for portable computing devices to be updated and re-imaged. USB drives containing the current Master OS Image, will be provided for manually re-imaging devices; each device is also equipped with our remote monitoring and management system, which provides a more hands-free option. This latter approach, a cloud-based, over-the-air service, continually monitors all managed devices and checks for relevant software updates that are then automatically applied to each machine. This dual system provides options when updating or installing software: the Master OS image can be installed manually by restoring the image from the USB drive; updates and local software titles can be installed automatically by pushing software through the HP system directly and immediately onto the device. Local software titles will be considered for inclusion in the base image as part of the annual software update process.

Further technical support can be accessed through HP's Help Desk, available Mondays through Fridays, from 6:00 AM to 10:00 PM, at a toll-free number that will be provided to the local Technology Lead. This Technology Lead should be the first point of contact for students and teachers before the Help Desk is called to ensure coordination of resolution activities. Once a call has been put through, incidents that cannot be resolved remotely will be escalated to the appropriate support team and dealt with in a timely fashion. Any MLTI user may call the Help Desk, but escalations may only be initiated by the Technology Lead.

MAINE LEARNING TECHNOLOGY INITIATIVE
2014-2018 Deployment IV

HP Probook 440 Information

Dimensions

- Height: 0.88 inches (2.24 cm)
- Width: 13.35 inches (33.92 cm)
- Depth: 9.38 inches (23.85 cm)
- Weight: 4.63 pounds (2.10 kg) Teachers units
- Weight: 4.34 pounds (1.97 kg) Students units

Connections and expansion

- Power connector
- VGA Port
- RJ-45 Ethernet port
- HDMI 1.4a Port
- (2) USB 3.0 ports
- (2) USB 2.0 ports
- Multi Media Reader Slot supporting SD, SDHC,
- SDXC, Memory Stick, MSXC
- Headphone line out
- Stereo microphone in

Environmental Status Report

- ENERGY STAR qualified, EPEAT Gold and IT ECO declaration
- This product is greater than 96.3% recycle-able when properly disposed of at end of life.
- This product does not contain any of the following substances in excess of regulatory limits (for reference of these limits please refer to the HP General Specification of the Environment)
- Asbestos
- Certain Azo Colorants
- Certain Brominated Flame Retardants – may not be used as flame retardants in plastics
- Cadmium
- Chlorinated Hydrocarbons
- Chlorinated Paraffins
- Formaldehyde
- Halogenated Diphenyl Methanes · Lead carbonates and sulfates
- Lead and Lead compounds
- Mercuric Oxide Batteries
- Ozone Depleting Substances
- Polybrominated Biphenyls (PBBs)
- Polybrominated Biphenyl Ethers (PBBEs)
- Polybrominated Biphenyl Oxides (PBBOs)
- Polychlorinated Biphenyl (PCB)
- Polychlorinated Terphenyls (PCT) · Polyvinyl Chloride (PVC) – except for wires and cables, and certain retail packaging has been voluntarily removed from most applications.
- Radioactive Substances
- Tributyl Tin (TBT), Triphenyl Tin (TPT), Tributyl Tin Oxide (TBTO)

- Nickel finishes that release greater than 0.5 µgrams/cm²/week, measured according to EN 1811:1998, are not used on any product surface designed to be frequently handled or touched by users.

Communications

- Realtek 10/100/1000 Ethernet Controller

Display

- 14" diagonal LED-backlit HD anti-glare (1366 x 768)

Graphics and video support

- Integrated: Intel® HD8Graphics 4600
- Simultaneously supports full native resolution on the built-in display and up to 1920 by 1200 pixels on an external display, both at millions of colors 720p HD webcam.

Video output options

- HDMI - Included
- VGA – Included

Input

- Full-sized spill-resistant keyboard · Touchpad with gestures support, on/off button with LED indicator, two-way scroll, and two pick buttons.
- Separate launch buttons provide easy access to wireless on/off and speaker mute.
- Function keys provide control of features including: standby mode, display brightness, external display, microphone mute, volume down, and volume up.

Audio

- DTS Sound+
- Integrated stereo speakers
- Integrated dual-microphone array
- Function keys for volume mute, volume up, volume down; play, rewind, and fast-forward of video and audio files
- Stereo headphone/line out
- Stereo microphone/line in

Processor and memory

- Intel® Core™ i3-4000M Processor, 2.50 GHz, 1600 MHz, 3 MB L3 Cache · Mobile Intel® HM87 Express
- 4GB 1600MHz DDR3L 1DM

Storage

- 320GB 5400 rpm SMART SATA II HDD · Student systems have no optical drive, Teachers will have DVD+/-RW SuperMulti DL Drive
- Max data transfer rate: 24X CD-ROM, 8X DVD, 24X CD-R, 24X CD-RW, 8X DVD+R, 8X DVD+RW, 8X DVD-R, 6X DVD-RW, 6X - DVD+R Dual Layer, 6X - DVD-R Dual Layer, 5X DVD-RAM

Battery and power

- HP 6-cell Lithium-Ion Battery (47 WHr) · External 65W HP Smart AC Adapter · Power cord included is 6-foot (1.8 meter)
- HP Fast Charge

MAINE LEARNING TECHNOLOGY INITIATIVE
2014-2018 Deployment IV

The following list of software titles are preloaded onto the MLTI devices. Additional software and applications are available at the Windows and Office Store if desired.

Windows® 7	Microsoft's latest operating systems. Included with Windows are popular tools for the classroom such as: calculator with scientific, statistics, programmer and unit conversions, Snipping Tool, Photo and Video Galleries, ClearType, Sticky Notes, integrated desktop search and more. Future upgrades available under MLTI. Accessibility details may be found at: www.microsoft.com/enable
Office Professional 2013	World's most widely used suite of desktop productivity applications. Future upgrades available under MLTI
Access 2013	Database for design, ceration, data, analysis, templates, development, simulations, programming, forms, reporting and more.
Word 2013	Robust word processing tool, including writing, editing, managing citations, spelling and grammar check, data visualization and more.
Excel 2013	Spreadsheet application consisting of commonly used formulas and data analysis tools teachers and students are expected to know how to use.
Lync	Instant Messaging, Presence, peer-to-peer audio/video calling, webinar engine for presentations and distance learning
PowerPoint 2013	Presentation application, supporting academic and scholarly presentations with the use of slides, multimedia and interactive content, audio/video capabilities, data visualization and more.
Publisher 2013	Desktop publishing application with emphasis on page layout and graphic design
Outlook 2013	Robert communications client for managing email, calendar, tasks, contacts, notes and journals trough unified interface. Also allows for shared calendar management, delegates, room scheduling, etc..
OneNote	Every student and teacher's digital notebook with endless pages! Free-form note taking application that captures handwritten notes, typed notes, audio notes, drawings, screen clips.
Office 365 for Education (Cloud Service)	Microsoft's cloud-based service that provides anywhere access to Office-based applications and Office-based servers via browser and mobile devices.
Exchange Online	Enterprise class messaging and calendaring systems that provides 25GB inbox for all users
Office Web Apps	'webified' companion to Office Professional rich client suite. Provides true fidelity viewing experience with core editing capabilities for Word, Excel, PowerPoint, OneNote and Outlook based files while enabling the user to freely share and collaborative, in real time in the documents with fellow students and/or colleagues all within the browser.
SharePoint Online	Classroom/teacher/team/department/school and/or student sites for online storage of documents, group collaboration and other portal needs. Every tenant receives 10GB of pooled storage plus 500MB per user up to 25TB of total online storage

MAINE LEARNING TECHNOLOGY INITIATIVE
2014-2018 Deployment IV

Lync Online	Web conferencing for distance learning, connecting classrooms across the state or across the world, broadcasting school committee meetings and recording for on-demand viewing
SkyDrive Pro	Synchronize personal files across multiple devices and with the 'cloud'. Share files and folders with fellow students and co-workers. Every users receives 7GB of online storage
Internet Explorer www.microsoft.com/ie	Microsoft's latest web browser leveraging HTML 5 for rich, dynamic web experiences
Digital Learning Suite http://www.pil-network.com/	Packaged suite of 20 of the most popular teacher resources and classroom tools free for download via Microsoft's Partners in Learning network
Microsoft Movie Maker	Video editing offering ability to create, edit and publish videos in HD.
Microsoft Photo Gallery	Photo editing, organizing and sharing application
Microsoft Photosynth	Three dimension modeling of digital pictures leveraging pattern recognizing to create detailed, panoramic images allowing for intense zoom-in/zoom-out capabilities
Microsoft AutoCollage	Photomontage desktop application developed by Microsoft Research
Microsoft Songsmith	A musical accompaniment application for Windows that helps students 'find their spark'! Development by Microsoft Research Songsmith generates musical accompaniment after a voice is recorded.
Kodu	Visual Programming allowing children to program characters in a 3D world using rule-based system based on conditions and actions.
Microsoft Mathematics	Free download for Windows and plug in for Office that provides scientific and graphing calculator, unit converter, triangle solve and equation solver. Recipient of Award of Excellence from Tech & Learning Magazine
Math Worksheet Generator	Teachers can create their own Math worksheets using Word
Microsoft Chemistry Add-in for Word	Insert and modify chemical information, such as labels, formulas, and 2-D depictions, within Word. Create inline "chemical zones," and store and expose chemical information in a semantically rich manner
Sketchup Pro	3D design software. Offered to MLTI by Google Inc.
IT Academy	Collection of applications designed to engage students in computational thinking.
Geobegra	Geometry visualization software that allows for both geometric and algebraic input and manipulations.
Career Forward	Application that gives students the opportunity to take certification exams that can result in industry recognized certifications and credentials.
DreamSpark	Application in which students can create an account and download additional software at no cost.

Student Eligibility Guidelines

All full or part-time enrolled students at participating public schools in grades 7-12 are eligible to receive an MLTI device. Students who are partially or fully enrolled in a participating school, but receive some or all of their educational services in an alternate facility or program, should be issued a device from their enrolling school. Students in grades 9-12 are only eligible if the school is participating in the MLTI 1:1 program.

Some students' specific identified needs (typically outlined in an IEP and assessed through a formal needs assessment) may preclude the use of the MLTI device. In some instances the Department may be able to provide assistance to the school to acquire appropriate assistive technology. Schools should contact the MLTI Project Office directly when the MLTI device does not meet the needs of a student.

Staff Eligibility Guidelines

For participating 1:1 public 7-12th grade schools, the Department will provide devices to certain eligible staff members in each school. Please review the following guidelines to determine which of your school's staff are eligible to receive an MLTI device. The Department will not collect lists of eligible staff names, but participating schools should be prepared to provide that information at a later date if it becomes necessary for auditing purposes. For staff who are ineligible based on these guidelines, schools may elect to order devices at local cost:

- All certified teachers who teach 7th - 12th grade subjects including, but not limited to, mathematics, science, language arts, social studies, visual and performing arts, world languages, physical education, CTE teachers and/or special education teachers, are eligible to receive an MLTI device.
- All certified 7th - 12th grade principals, CTE directors, special education directors, deans, assistant principals, assistant CTE directors, assistant deans, guidance counselors, librarians, technology integrators, and literacy specialists are eligible to receive an MLTI device. Student teachers placed in a participating school in eligible roles as described in these guidelines are eligible for an MLTI device.
- Licensed or certified physical therapists, occupational therapists, and speech therapists employed by the SAU and who serve participating students are eligible for an MLTI device.
- At the SAU level, all superintendents, assistant superintendents, and curriculum directors/coordinators are eligible to receive an MLTI device.

Each participating school may request one additional device for technology support staff image and configuration testing. This device is not intended to be used as a personal workstation.

Collectively across a SAU, the SAU may request one additional device per 300 devices deployed (minimum of 1) for use by technology support staff including a district Technology Director. Devices allocated for eligible staff may not be redeployed to ineligible staff members.

Participation and Funding Information

Participation in the MLTI for Maine public middle schools and high schools is optional. Any Maine approved school may participate in the MLTI. The Department of Education will provide funding support for Maine public middle and high schools (see below). All costs of the MLTI in excess of any available Department of Education contribution are the responsibility of the SAU/school.

Funding Support

Maine Public Middle Schools that implement an approved MLTI 1:1 solution for grades 7-8 will receive funding support from the Department of Education toward the cost of the MLTI up to the cost of implementing the MLTI Primary Solution (device and network seats) for all eligible students and staff. Costs in excess of the Department's contribution are the responsibility of the SAU.

Maine Public High Schools* (including the Town Academies) that implement an approved MLTI 1:1 solution will receive funding support from the Department of Education toward the cost of the MLTI up to the cost of implementing the MLTI Primary Solution for eligible teachers (device seats) and the wireless network (based on eligible student and staff seats). Costs in excess of the Department's contribution are the responsibility of the SAU/school.

Maine Career and Technical Education Centers (CTE) will receive funding support from the Department of Education toward the cost of the MLTI up to the cost of implementing the MLTI Primary Solution for eligible teachers (device seats) and the wireless network (based on eligible student and staff seats). Since CTEs are not the primary enrollment for its students, the CTE is not required to implement a 1:1 program for its students.

- Maine Public High Schools must implement a 1:1 program for at least 50% of its students to receive funding support from the Department of Education. Additionally, high schools that do not implement a school-wide (9-12) 1:1 program must have its school board approve a resolution that ensures that the SAU and school board intends to seek funding to support expanding the 1:1 program to a school-wide program in the next fiscal year.

Please visit <http://www.maine.gov/mlti/deployment> to download a Cost Calculator spreadsheet that you may use to estimate your costs. A signed copy of the spreadsheet must be included with your signed Participation Agreement. Both should be returned to the Department of Education via Fax 877-494-MLTI (6584) or mail:

Department of Education
State House Station 23
Augusta, ME 04333-0023
ATTN: MLTI PROJECT OFFICE

MLTI Participation Agreement

1. SAU agrees to deploy the MLTI devices in a 1:1 fashion that provides every individual student personal digital device to support his/her individual learning needs.
2. SAU agrees to host annual parent meeting(s) to orient parents on the program, goals, and expectations.
3. SAU agrees to address how MLTI will support its school and district goals in its Board-approved technology plan.
4. SAU agrees to implement and publish on its web site Board-approved policies and procedures that allow students to take the devices home to support his/her learning.
5. SAU agrees to implement and publish on its web site its Board-approved Acceptable Use Policy.
6. SAU agrees that any fee-based programs associated to MLTI (i.e. device protection plans) will be Board-approved and published on its web site.
7. SAU agrees to provide to the Department the URLs for its Board-approved MLTI-related policies (#4-6)
8. SAU agrees to implement a Digital Citizenship and Internet Safety programs (i.e. Common Sense Media).
9. SAU agrees that Principals and/or Superintendents will participate in annual Department-sponsored professional development.
10. SAU agrees to support teacher participation in ongoing Professional Development.
11. SAU agrees to take part in studies, surveys, etc. related to the MLTI.
12. SAU understands that all devices are leased by the State of Maine and agrees to maintain the equipment in good working order.
13. SAU understands that payments made (as applicable) are to reimburse the Department for the cost of participating in the program, and are not considered payments toward ownership of any equipment provided by MLTI.
14. SAU understands that the Department may make available to schools the opportunity to purchase equipment at the conclusion of the Department's lease if possible, but that the Department may elect to return equipment if it is in the best interest of the State.
15. SAU agrees that it will not install unlicensed software.
16. SAU agrees not to violate the manufacturer's warranty and MLTI support program (i.e. repair devices using unauthorized methods, parts, or providers, alter or modify the installed wireless network for the term of the agreement).
17. SAU agrees to use the MLTI repair depot or locally employ certified technicians and abide by self-service account rules established by the vendor for all warranty and out-of-warranty repairs of MLTI devices.
18. SAU agrees to submit monthly reports detailing all repairs to the Department for all self-service repairs.
19. 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.
20. SAU agrees to include the MLTI equipment on its building catastrophic loss insurance plan.
21. SAU agrees to maintain accurate online asset records using the MLTI online asset management solution.

By signing below, you are acknowledging that you have read and understand the information in this packet. Additionally, you are accepting the responsibilities as outlined above for each participating school in the SAU to participate in the Maine Learning Technology Initiative for the school year beginning in the Fall of 2014 and ending in the Spring of 2018. Finally, you are approving and agreeing to pay the Department any applicable costs as calculated in this packet.

SAU MEDMS ID # & Name

Superintendent Email

Superintendent Signature

Date

MLTI Shipping Information

PLEASE complete this form for each order submitted for the 2014-2018 MLTI Deployment.

It is critical to the timely delivery of your MLTI Devices that the Department has accurate information on the school's deployment contact person and shipping arrangements.

Please answer every question, keeping in mind the delivery date range of late-June to mid-July 2014. Someone will need to be available at the delivery location within this timeframe. The Tech Director or Tech Lead for the school is the preferred contact. However, if this person is not going to be available for the entire timeframe, please choose someone who will be available. There is space provided for special circumstances.

Deployment Contact Information

- Name: _____
- Email: _____
- Phone (cell preferred): _____
- Alternate phone number (if needed): _____
- School name and 4-digit school code: _____

Please enter the shipping address for the physical location (PO Boxes are not allowed):

- Shipping Address: _____
- Shipping Address 2: _____
- City/Town: _____
- Zip Code: _____

Delivery Information

- Does this location have a loading dock? YES or NO
 - If yes, can the loading dock accommodate a full-sized 53' trailer? YES or NO
- Does the delivery location require an appointment to schedule a delivery? YES or NO
 - If yes, how far in advance does your appointment need to be scheduled?
 - _____
- Delivery will be late-June to mid-July. Are there periods of time when the delivery can't be received? YES or NO
 - If yes, what time/date should be avoided?
 - _____
- For the dates when the building is open, please choose the best time for delivery:
 - 8:00am – Noon
 - Noon – 4:00pm
 - No Preference
- Is there any other logistical information that would be helpful for the shippers to have?