

TO: David Meadows
FROM: Diana Ezell
DATE: September 4, 2011
RE: Macbook Update

The Macbook One to One Program 2011-2012 is ready for implementation. Working as a team, school and district personnel created a timeline and action plan for ensuring students, staff, and parents are informed and ready for the distribution of the laptops. THS will begin their distribution on September 16 and end on September 22, 2011. TMS and Milam will begin September 26th.

THS Students will begin training in responsible use and laptop care on September 12, 2011. The training will last for five days and will occur during 20 to 30 minute sessions. Mr. Harris and the THS staff will begin meeting with parents and students on September 16, 2011 to distribute the laptops. Parents will attend an orientation, pay the user fee, and sign the responsible use and user agreement forms. Opportunities prior to the September 16th distribution will be given for students to pay previous fees and fines. The staff will work with parents who are unable to pay the full amount of the user fee in setting up a payment plan. Parents who agree to a payment plan will sign a promissory note.

The district is printing the following documents in preparation for the implementation:

- TPSD Laptop User Agreement
- Policy IJND-E form, Technology Resources: Responsible Access and Use Agreement
- TPSD Promissory Note
- iCreate the Future Handbook

Additionally, included for your review are the following planning documents:

- Macbook Distribution Plan
- Five Day Lesson Plans and Powerpoint
- Parent Letter