

## K-5 Project, 2008

### All K-5 Homeroom / Classrooms

Enclosed... you will find the number of computers which will be delivered and set-up at each school. Also notice each school will be receiving an equal number of new keyboards and mice.

#### What to do first?

1. The principal is to create a paper list of the room numbers which will be receiving new computers for PCS and the OOT. Keep the list(s) at the school and we will ask for the list when we arrive at the building.
2. **Make sure all teachers are ready to receive their new computer.** In other words have the classrooms set-up with a clean table including the 2 extra power strips. PCS will be the first to arrive in the classroom and they will not have time to help teacher move their room around. PCS will only set-up the one new computer. They will not set-up the 3 additional monitors. **If a classroom is not ready to receive the new computers... the classroom will be skipped and the classroom will not be configured until after all other computers are in place... after spring break.**
3. **Please leave the new computer un-plugged and turned-off until the OOT arrives to complete the configuration. This is MOST important. DO NOT use the new computer for any reason until the OOT arrives.**
4. The OOT will follow PCS (in some cases the same day) and complete the configuration. Make sure all re-cycled monitors are in working order and sitting on the table(s) in the classrooms so that the OOT can complete the configuration. We will not have time to move hardware around in the classroom. We are “trying” to follow PCS as they work through the classrooms... I’m sure we will get behind, but we are going to try to follow their lead. (We have more work to do on the machines than PCS.)
5. There are always additional trouble tickets to be completed in each building. However, during the nComputing roll-out the OOT will not be completing trouble tickets in your build. We will come back and complete additional trouble tickets after we have all the nComputing computers configured.
6. The OOT will be posting training videos on the use of the new nComputing systems... including the new Lock Down software. Both of these new technologies are wonderful and so exciting! Please check-out the videos next week... they will be posted on the main ACS website and on our staff development site. Hopefully, the videos will answer all your questions. If not... just give me a call.

Delivery Wk	Schools	Computers	nComputing Boxes	Keyboards	Mice	K	1st	2nd	3rd	4th	5th
2/25/2008	AES	20	20	80	80	3	4	4	3	4	2

3/3/2008	BES	6	6	24	24	1	1	1	1	1	1
3/3/2008	CES	29	29	116	116	6	5	5	5	4	4
3/10/2008	DVES	9	9	36	36	2	1	2	2	1	1
2/25/2008	FES	13	13	52	52	2	3	2	2	2	2
3/10/2008	GOES	15	15	60	60	2	3	4	2	2	2
3/3/2008	LCES	26	26	104	104	5	5	4	4	4	4
2/25/2008	NES	13	13	52	52	2	3	2	2	2	2
3/10/2008	NWES	16	16	64	64	3	3	3	2	2	3

### **Each K-5 classroom will receive...**

1. 1 nComputing Computer with all necessary software
2. 1 19 inch Monitor
3. 1 Power Strip
4. 1 nComputing Box
5. 4 Keyboards
6. 4 Mice

### **The school will need to supply and do...**

1. A **clean table area “ready” to receive** the new nComputing computer and enough space to support 3 additional monitors, keyboards, and mice. In other words... enough space for 4 computers...
2. The table **MUST** be located close (within 6 feet) to the computer drop in that classroom. (No exception)
3. 2 additional power strips
4. 3 Additional (used or new) Monitors I know some schools are interested in purchasing new monitors... but old (re-cycled) monitors will work. However... make sure whatever you want to use in your classroom is in working order and is located on the table where they are to be configured.
5. The nComputing station of 4 computers must remain in a complete line... all in one location... no more than 6 feet away from the drop in each classroom. (No Exceptions)
6. Watch the training videos posted on the ACS website. (The videos will be posted next week.)

### **What has to go... Surplus Hardware**

We always use hardware as long as possible in ACS... We often use computer for 7-8 years! However, we can no longer purchase replacement parts for the following types of computers... **white Dell computers, white Gateway computers, and all Howard computers.** Please place these types of computers on your surplus list however... keep and re-cycle ALL working monitors. Again, we used these types of computers as long as possible, but it is time for them to go! **Remember, all surplus hardware must be reported to Ms. Pam Cotham at the Anderson County Court House and not the OOT. (457-5400)**

**BE SURE to KEEP all new PCS computers... The new computer you received last school year. These are great computers and are still under warranty.**