DIGITAL wish

e-Vermont
Community Broadband Project

School Modernization Initiative

WELCOME PACKAGE   ROUND TWO SCHOOLS

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DIGITAL Wish

About Digital Wish

Digital Wish is excited to be a partner in e-Vermont: The Vermont Community Broadband Project, and in Dell's signature YouthConnect program for education.

Digital Wish has already been working with 28 different schools in Vermont and New Hampshire that have adopted 1:1 computing, which means a computer and internet access for every student and teacher in the participating classroom. Pairing this level of access with training and curriculum development has expanded opportunities in schools around the country through other 1:1 initiatives. As a partner in the *e-Vermont* program, Digital Wish introduced one-computer-per-child computing programs to selected classrooms in 24 Vermont towns. Through a generous grant from Dell's YouthConnect program, Digital Wish has also expanded the program to schools in Nashua, New Hampshire.

Digital Wish works with selected schools to provide hardware, software, and training to modernize classrooms and prepare students and teachers for a solid future in the digital age. By supplying netbooks for every child, web 2.0 applications, and technology training, Digital Wish will help students and teachers learn to create community-based projects using video, podcasting, and other media-sharing programs.

School-to-home computing initiatives involve both students and parents in the learning process. It is common for students to continue learning, researching, writing, and communicating outside of the traditional educational environment. When 21st century tools and teaching practices become an integral part of everyday (at school and at home) student engagement, motivation, and participation rises across the curriculum.

Through e-Vermont and Dell's YouthConnect program, Digital Wish will help schools connect with their community and reach out across the globe to foster new multi-cultural learning opportunities. When students are connected, they get excited about the future and better prepared for their eventual entry into meaningful jobs in the global economy.

Digital Wish is looking forward to working in your school's classrooms with students, educators, and administrators, as well as with parents and communities. Everything learned, and all the tools that are developed, will be shared through the Digital Wish website. This way, all schools statewide and nationwide can benefit from the work being accomplished in Vermont and New Hampshire.

Learn more by visiting the Digital Wish website:
www.digitalwish.org

Read about Digital Wish's work at:
http://schoolmodernizationinitiative.wordpress.com/

A Background on

What is e-Vermont?

The e-Vermont Community Broadband Project is a two-year initiative to help rural Vermont towns take full advantage of the Internet to create jobs, drive school innovation, provide social services, and increase civic involvement. The new e-Vermont Partnership is already working together with selected communities statewide to provide digital tools and in-depth training.

e-Vermont is one of the few national broadband adoption initiatives focused on rural needs and it is being viewed as a national model. These towns are among the first to explore how the Internet can be harnessed as a tool for community development.

By reaching the bedrocks of Vermont communities—schools, businesses, municipal government, libraries, health and social services groups—the e-Vermont Project is helping to close the digital divide by helping our towns fully realize the potential of the Internet in addressing local challenges. e-Vermont is not stringing cable or fiber, but is working to make better use of broadband where it is available.

Although the e-Vermont Community Broadband Project can only bring in-depth services to 24 communities, it will be offering tools and resources to all of Vermont through workshops, conferences, webinars, online tools, and the continuing programs of its partner organizations.

What Is e-Vermont Doing?

e-Vermont is providing training and education, equipment and facilitation, and some funding to the selected communities. The Vermont Community Broadband Project is guided by the e-Vermont Partnership, but its focus is on the grassroots needs of each selected community. Local committees are leading the way and the 2010 communities are already seeing benefits.

- In Middlesex, almost 60% of the households are using a new community e-newsletter called Front Porch Forum to buy and trade household items, learn about local special events and volunteer needs, share wildlife sightings, and support area businesses.
- Five towns (Bristol, Ludlow, Poultney, Newport and West Rutland) are exploring the feasibility of creating public access Wi-Fi zones in their town centers in order to promote their communities and provide visitors with information about local events, services, entertainment and hospitality.
- Small business owners in West Rutland are getting one-on-one analysis and advice on how to update and grow their e-commerce from the Vermont Small Business Development Center.
- Sunderland - Arlington - Sandgate are adding technology as part of their celebration of their 250th Town Charter Anniversaries in 2011. High school community service students will create a website based on the historical holdings of Martha Canfield Library's Russell Vermontiana Collection.

- In Canaan churches, sports teams, and community groups are implementing an online calendar which will allow for greater event coordination, promotion, and cross-pollination.
- Bristol's 5th graders are learning to create podcasts and other interactive projects as the teachers integrate technology into their classroom. Digital Wish brought new computers for these students along with the training to unlock their potential.
- Libraries in all the e-Vermont towns are trying new ways to offer the public better access and training, as computers become essential to obtain social services, find jobs, and keep up with research.

e-Partners

e-Vermont will is led by the Vermont Council on Rural Development
Partners include:

- Digital Wish
- Front Porch Forum
- The Snelling Center for Government
- Vermont Department of Libraries
- Vermont Department of Public Service
- Vermont Small Business Development Center
- Vermont State Colleges

e-Vermont Communities

The 2010 e-Vermont communities are:

- Brighton
- Bristol
- Canaan
- Cambridge

- Grand Isle County
- Ludlow
- Middlesex
- Newport

- Poultney
- Pownal
- Sunderland
- West Rutland

The 2011 e-Vermont communities are:

- Bridgewater
- Calais
- Castleton
- Dover

- Fairfield
- Hardwick
- Jay/Westfield
- Middletown Springs

- Moretown
- Morristown
- Richford
- Vergennes

Funding and Support

The Vermont Broadband Project is supported by a $2.5 million stimulus grant from the U.S. Department of Commerce.
Additional support comes from these Vermont philanthropists and corporate associates:

- Comcast
- Dell
- Evslin Family Foundation
- Jan and David Blittersdorf Foundation

- Microsoft
- UVM's Center for Rural Studies
- Vermont Rural Partnership
- VT Community Foundation

For More Information

Contact Helen Labun Jordan
e-Vermont Project Director
802-225-6091 or helen@vtrural.org or visit www.e4vt.org

December 21, 2010

Richford
Jay/
Westfield
Newport
Canaan

Grand
Isle
County
Fairfield
Brighton/Island Pond

Cambridge
Morristown
Hardwick

Middlesex
Moretown
Calais

Vergennes
Bristol

Castleton
Bridgewater
Poultney
W. Rutland
Middletown
Springs
Ludlow

Sandgate/
Arlington/
Sunderland

Dover

Pownal
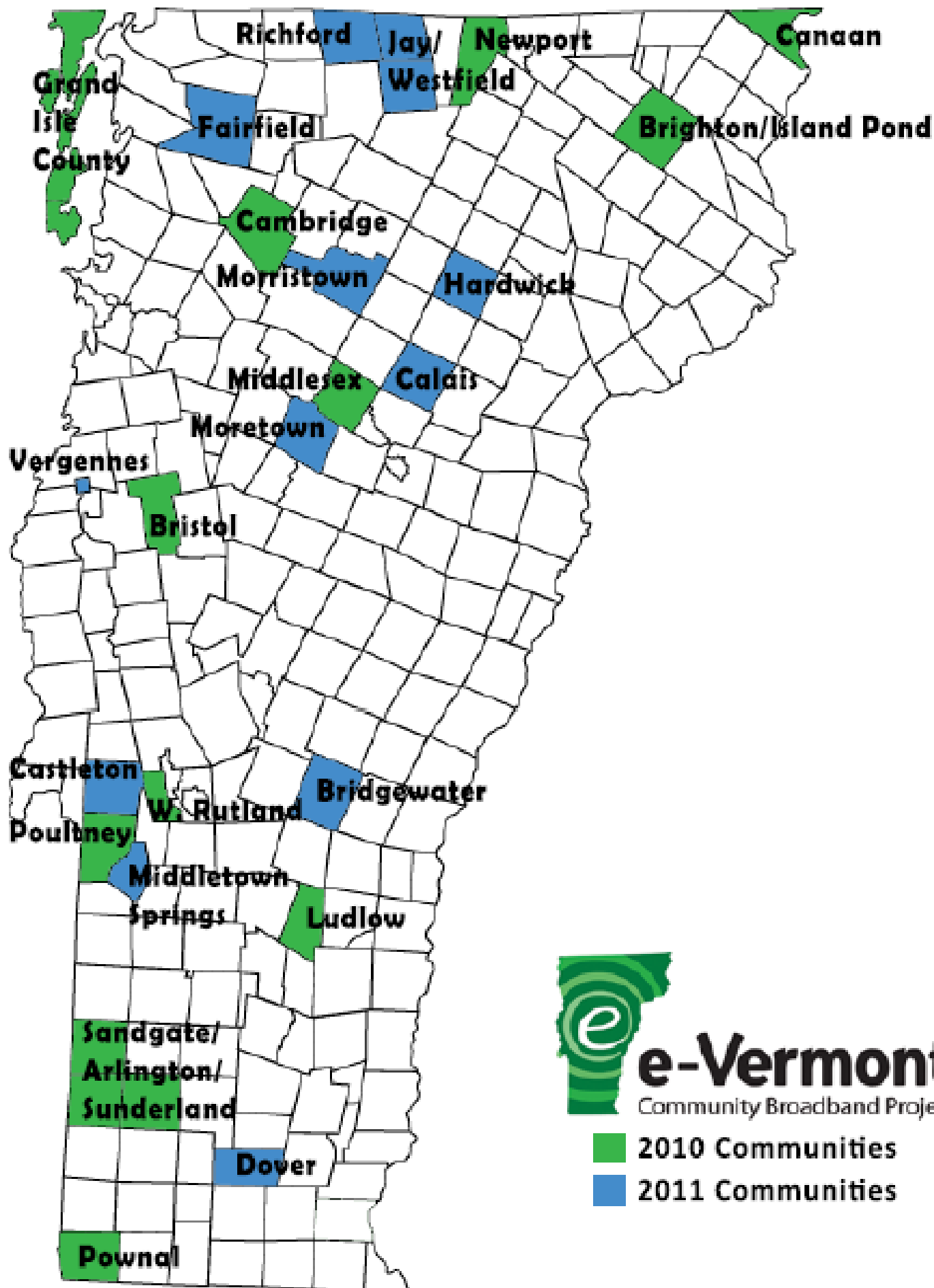
e-Vermont
Community Broadband Project

2010 Communities
2011 Communities

Contacts

Digital Wish Office

Heather Chirtea, Executive Director: 802-549-4571
heather@digitalwish.org

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eric@digitalwish.org

John Sullivan, Communications Manager: 802-375-6721 Extension 210
john@digitalwish.org

Megen Krohn, Northern Trainer: 518-321-3116
megen@digitalwish.org

Celia Olson, Logistics, Southern Trainer, and Cushion Fund Ordering, 802-375-4571 X-213
celia@digitalwish.org

Sheila Marcoux, Technology Integrator, (C) 603-475-4368   (H) 603-635-1881
sheila@digitalwish.org

Dell Support
http://support.dell.com/

DIGITAL wish

Planning 1-3 months

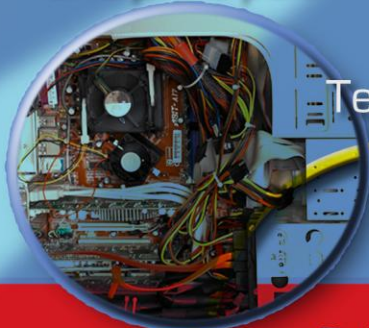Contact with community leaders, superintendents, tech coordinators, and principals

Classroom selection and teacher planning

Technical upgrades

Technical evaluation with site visits and administrator/teacher meetings

School policy review for acceptable use, equipment maintenance plan and student releases

Final netbook count, extra unit needs and ordering

Delivery
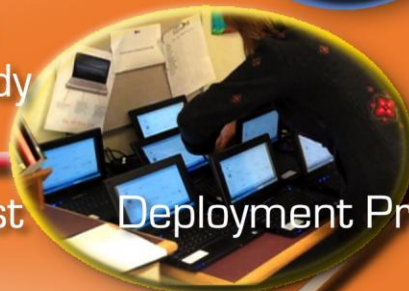
Deployment: 1 Month

Tech coordinators get netbooks classroom ready

Teacher Prep

Poster Contest

Deployment Press Day

Classroom Training 6 months (1 unit/month)

Digital Citizenship Unit

Video, podcasting, blogging, writing, Wikis

School-to-home connection with parent night and presentation

Cushion Fund

General Information:

As part of the e-VT grant, each participating school has been allocated cushion funding that is intended to help schools purchase necessary peripheral hardware or software for the Digital Wish program. All items purchased with this funding must be items that are needed so that the school can fully and effectively participate in the program.

Items that schools may need to purchase, that could be paid for with this funding are:

- Additional netbooks for the 1:1 initiative

- Classroom projectors

- Routers for WiFi

- Storage carts

How to Use Your Cushion Fund:

When you are ready to use money from your cushion fund, you should first verify with a Digital Wish representative that the items you wish to purchase are covered by the program. You will then be asked to get three quotes for the items, and submit them to Digital Wish. Digital Wish will then place the order and have it sent directly to your school.

 Please send your quotes to Celia Olson, celia@digitalwish.org.

It is important to note that all items purchased with money from the cushion fund are ordered by Digital Wish. Items not ordered by Digital Wish will be billed to the school, and Digital Wish will not be able to reimburse the funds.

How to Return Items Purchased with Your Cushion Fund:

If you should need to return items that were purchased using money from the cushion fund, you will first need to call the supplier, get an RMA number, and return the items to the supplier. You will then need to send the RMA number to Digital Wish who will track your order.

If you would like to place another order to replace these items, you will, once again, need to submit three quotes to Digital Wish, who will in turn, place the order for your school.

It is important to note that all orders purchased with cushion funds must be placed by Digital Wish. Digital Wish cannot reimburse schools.

Surveys

Surveys will be administered to students, teachers and parents through the website, Survey Monkey. Below are details about the site and how to access it.

The survey data is important because if we can show improvements in student engagement, increased interest in STEM disciplines, that more students are planning to attend college, and rising aspirations, it will help your school apply for future funding. By showing the effect of this initiative, we can help you craft a strong sustainability plan for your school.

What is Survey Monkey?
Survey Monkey is a website that allows users to administer and take web based surveys.

How do I log onto Survey Monkey?
A link will be provided to your school that will direct you to individual surveys. The first surveys are currently available and the links to these surveys are provided below.

Why does Digital Wish ask for surveys?
In order for the Digital Wish program to grow and improve, teachers and students are asked to participate in occasional surveys. These surveys are intended to track skill development, student engagement and overall satisfaction with the program.

How long will a survey take to complete?
The Teacher Survey generally takes approximately 20 minutes and the Student Survey takes approximately 30 minutes to administer.

What are you hoping to measure?
The surveys are designed to measure the effect that the program has on schools, teachers, students, and the community. Specifically, student engagement, student and teacher skill development and leadership support are attributes that allow Digital Wish to assess the program.

Teacher Survey
All teachers participating in the initiative are asked to take 2-3 surveys during the initiative. The first survey is currently available and we ask that all teachers in the Digital Wish program get the link from your Digital Wish Trainer and take the pre-deployment survey <u>before</u> the program begins in your school.

Student Survey
All students participating in the initiative are asked to take 2-3 surveys during the initiative. The first survey is currently available and we ask that all students in the Digital Wish program get the link from your Digital Wish Trainer and take the pre-deployment survey <u>before</u> the program begins in your school.

Digital Wish Unit Plan Summary

Below is a summary of the 6 units Digital Wish trainers will cover during the program. The Digital Citizenship unit is always taught first; however, the remaining units can be taught in the order that best fits the curriculum of individual classrooms. Each unit is tied to the NETS-S standards that have been adopted by Vermont's Department of Education.

Digital Citizenship: "Respect, Responsibility, Safety"

- Students understand human, cultural, and societal issues related to technology, and practice legal and ethical behavior.
- Introduction to netbooks, Acceptable Use Policy, internet basics, cybersafety, copyright law, Clip Art Station, Google Images, webcam, Survey Monkey, student contest, and Flip camera skits.

Community Profile: Oral History of People, Places & Events

- Students apply digital tools to gather, evaluate, and use information.
- Students will complete an oral history report or community history, incorporating local people, places and events.
- Students might interview a local expert to enrich the topics covered in class.
- Introduction to podcasting, Audacity, Jodix, and Skype

Collaboration for Business Exploration

- Students use digital media to communicate and work collaboratively.
- Students will Interview a local business using Skype and online research to create a business profile and advertisement.

Media Creation & Presentation, plus Google Tools

- Students demonstrate a sound understanding of technology concepts, systems, and operations through the use of PowerPoint and Prezis.
- Students will create storyboards using One Note and upload projects to the internet.
- Introduction to Google Applications

Collaboration & Debate

- Students use critical thinking skills to plan and conduct research, manage projects, solve problems, make informed decisions using appropriate digital tools and resources, and will learn how to efficiently find reliable information online.
- Students will apply this research towards a collaborative effort through the PBworks wiki program, where they will create, update, and comment on a website that utilizes all of their work.

"Side trips:" Creativity and Innovation

- Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
- Students will utilize stop motion ("claymation") animation, Google Earth, Google Docs, Sketch Up, digital photography & video, and other tools to produce unique media creations.

Netbook Insurance Options

There are many different insurance options available to schools. For instance, some schools opt to install GPS tracking software on the units to protect against theft, while others have opted to hold the parents responsible for any damages. There are many different options, and school administrators will have to decide what is best for their schools.

Some schools choose to purchase insurance and tracking systems that they have researched on their own. Feel free to do your own research, but please understand that Digital Wish will need to know if your school plans to purchase the Complete Care Accidental Damage Protection <u>before</u> placing the netbook order with Dell. If you wish to add the insurance after we have placed the order, the price will be $100/unit.

OPTION #1 (Recommended)
Complete Care Accidental Damage Protection for 3 Years

Digital Wish has worked hard to negotiate a contract with Dell that will allow your school to obtain the Complete Care plan for a meager $25.64 per unit. With this option, Dell will repair or replace netbooks that are damaged because:

- A student accidentally spilled liquid on the keyboard
- A student accidentally dropped the netbook
- An electrical surge which damaged the netbook's internal circuitry
- The LCD/monitor cracks or shatters due to extreme temperatures

This is great reassurance for parents in a 1:1 school-to-home program and answers the question – "What if my child drops the netbook and it breaks?"
More information about this plan can be found at:
http://www.dell.com/downloads/ca/dell/CompleteCare-en.pdf

To purchase this plan, you will need to order it through Digital Wish at the same time that you submit your student count. You will then need to make your check payable to "VCRD" and mail it to Digital Wish at PO Box 1072, Manchester Center, VT 05255.

OPTION #2
Computrace Complete Subscription License Service for 3 years

Computrace Complete uses a GPS system to find any missing, lost, or stolen netbooks. Some schools have opted to purchase this in addition to the Complete Care plan; however the additional cost can be substantial.

OPTION #3
Self-Insure - Purchase Additional Units

Some schools don't purchase the Computrace, but instead purchase an additional 5-10 netbooks for the same cost. This way, when a netbook goes missing, the school can simply use those extra netbooks as replacements.

In addition to having the extra units on hand, some schools have taken an additional step by requiring parents to sign a contract stating that, should their child's netbook go missing, the family will be responsible to pay $100. Although the $100 won't replace a $550 unit, the fee assures that users have a greater sense of responsibility while the netbook is with the family.

OPTION #4
Parent Responsibility

Some schools have required that parents sign a replacement waiver to cover the entire cost of the netbook. We advise against this, as most parents are very hesitant to allow their elementary-aged child to bring a $550 netbook home if they will have to pay for the full replacement. This could essentially destroy a school-to-home initiative, which is an integral part of the e-Vermont Project.

OPTION #5
Do Nothing

It is hard to imagine that a netbook will never go missing, and for this reason, Digital Wish does NOT advise or endorse this method. If parents think that they will not be held accountable for the replacement of the technology, some units might just disappear. There needs to be a parent contract that assigns a certain amount of responsibility to the family if the unit goes missing.

Methods for Funding Extended Insurance

Unfortunately, cushion funding cannot be used to pay for insurance; therefore, your school will need to find the necessary funds to cover the cost of whatever plan you choose. Below are some ways that schools have accomplished this task.

School Technology Funds

Most schools have a technology fund in place already, and it may be that the unexpected arrival of new netbooks can supplant other purchases and free up some of that budget. Schools should examine their budgets and determine if money can be reallocated to pay for a three year insurance plan.

Also, don't forget to look at other budget line items! It may very well be that your school has allocated funds for technology in other places on the balance sheet, and due to your e-Vermont grant, there might be additional funding.

Grants

Did you receive any grants that can be applied to this cause? Are there any grants you could apply to? Make sure you look at the Digital Wish website to find grants that may help you cover this cost. **www.digitalwish.org**

Parents

Don't forget that you can ask the parents to pay a small fee that will cover the cost of the insurance. When prorated over the life of a 3 year insurance plan, each family would be asked to pay less than $9 for the privilege of being part of the initiative. When you factor in home use of a netbook and printer, including ink, for roughly five months, it seems that a $9 fee is quite reasonable.

PTA

As part of the e-Vermont Project, your school's community has received some wonderful resources that will benefit everyone. Your PTA should be made aware of the e-Vermont grant, and the Digital Wish program. Who knows, maybe they'll be so excited; they'll hold a fundraiser to pay for your insurance!

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A Note Regarding Federal Property Management Guidelines

The following document outlines the federal government property management guidelines.

- If your school already has a property management system in place, please make sure it is in accordance with this document.
- If it is not in accordance with these guidelines, or if you do not currently have one, Digital Wish has provided a simple management system tracking table for you to adopt for this purpose.

If you choose to use the Property Tracking Table that Digital Wish has provided, your school will meet all federal property management requirements.

Property Management Agreement

Digital Wish conforms to federal regulations and guidelines for property management as a partner in the e-Vermont project. Each school should have a system in place for property management.

I _____,

  (Insert name and position of school administrator)

have a system in place for property management that provides for a physical inventory and reconciliation of property at least every two years. The department and person responsible for this filing is:

School Name:_____

Department:_____

Name: _____

Email:_____

Address:_____

Phone:_____

_____

Signature   Date

_____

School Name

Property Management – Federal Circular

November 24, 2010 -- The Federal recommended guidelines for property management are pasted below for your convenience. Please refer to the link below for the most current updates.

http://www.whitehouse.gov/omb/circulars_a110#34

___.34 Equipment.

(a) Title to equipment acquired by a recipient with Federal funds shall vest in the recipient, subject to conditions of this section.

(b) The recipient shall not use equipment acquired with Federal funds to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute, for as long as the Federal Government retains an interest in the equipment.

(c) The recipient shall use the equipment in the project or program for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds and shall not encumber the property without approval of the Federal awarding agency. When no longer needed for the original project or program, the recipient shall use the equipment in connection with its other federally-sponsored activities, in the following order of priority: (i) Activities sponsored by the Federal awarding agency which funded the original project, then (ii) activities sponsored by other Federal awarding agencies.

(d) During the time that equipment is used on the project or program for which it was acquired, the recipient shall make it available for use on other projects or programs if such other use will not interfere with the work on the project or program for which the equipment was originally acquired. First preference for such other use shall be given to other projects or programs sponsored by the Federal awarding agency that financed the equipment; second preference shall be given to projects or programs sponsored by other Federal awarding agencies. If the equipment is owned by the Federal Government, use on other activities not sponsored by the Federal Government shall be permissible if authorized by the Federal awarding agency. User charges shall be treated as program income.

(e) When acquiring replacement equipment, the recipient may use the equipment to be replaced as trade-in or sell the equipment and use the proceeds to offset the costs of the replacement equipment subject to the approval of the Federal awarding agency.

(f) The recipient's property management standards for equipment acquired with Federal funds and federally-owned equipment shall include all of the following.

(1) Equipment records shall be maintained accurately and shall include the following information.

(i) A description of the equipment.

(ii) Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.

(iii) Source of the equipment, including the award number.

(iv) Whether title vests in the recipient or the Federal Government.

(v) Acquisition date (or date received, if the equipment was furnished by the Federal Government) and cost.

(vi) Information from which one can calculate the percentage of Federal participation in the cost of the equipment (not applicable to equipment furnished by the Federal Government).

(vii) Location and condition of the equipment and the date the information was reported.

(viii) Unit acquisition cost.

(ix) Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the Federal awarding agency for its share.

(2) Equipment owned by the Federal Government shall be identified to indicate Federal ownership.

(3) A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The recipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented; if the equipment was owned by the Federal Government, the recipient shall promptly notify the Federal awarding agency.

(5) Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

(6) Where the recipient is authorized or required to sell the equipment, proper sales procedures shall be established which provide for competition to the extent practicable and result in the highest possible return.

(g) When the recipient no longer needs the equipment, the equipment may be used for other activities in accordance with the following standards. For equipment with a current per unit fair market value of $5000 or more, the recipient may retain the equipment for other uses provided that compensation is made to the original Federal awarding agency or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the equipment. If the recipient has no need for the equipment, the recipient shall request disposition instructions from the Federal awarding agency. The Federal awarding agency shall determine whether the equipment can be used to meet the agency's requirements. If no requirement exists within that agency, the availability of the equipment shall be reported to the General Services Administration by the Federal awarding agency to determine whether a requirement for the equipment exists in other Federal agencies. The Federal awarding agency shall issue instructions to the recipient no later than 120 calendar days after the recipient's request and the following procedures shall govern.

(1) If so instructed or if disposition instructions are not issued within 120 calendar days after the recipient's request, the recipient shall sell the equipment and reimburse the Federal awarding agency an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the recipient shall be permitted to deduct and retain from the Federal share $500 or ten percent of the proceeds, whichever is less, for the recipient's selling and handling expenses.

(2) If the recipient is instructed to ship the equipment elsewhere, the recipient shall be reimbursed by the Federal Government by an amount which is computed by applying the percentage of the recipient's participation in the cost of the original project or program to the current fair market value of the equipment, plus any reasonable shipping or interim storage costs incurred.

(3) If the recipient is instructed to otherwise dispose of the equipment, the recipient shall be reimbursed by the Federal awarding agency for such costs incurred in its disposition.

(4) The Federal awarding agency may reserve the right to transfer the title to the Federal Government or to a third party named by the Federal Government when such third party is otherwise eligible under existing statutes. Such transfer shall be subject to the following standards.

(i) The equipment shall be appropriately identified in the award or otherwise made known to the recipient in writing.

(ii) The Federal awarding agency shall issue disposition instructions within 120 calendar days after receipt of a final inventory. The final inventory shall list all equipment acquired with grant funds and federally-owned equipment. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar day period, the recipient shall apply the standards of this section, as appropriate.

(iii) When the Federal awarding agency exercises its right to take title, the equipment shall be subject to the provisions for federally-owned equipment.

Dell Latitude 2120 Deployment Model

Below is the spec sheet for the Digital Wish netbooks that students receive as part of the e-Vermont grant

Base Unit:	**Dell Latitude 2120 Intel Atom N455 (1.66GHz) (224-9970)**
Memory:	**1.0GB, DDR3-800 SDRAM, 1 DIMM for Latitude (311-9218)**
Keyboard:	**Internal English Keyboard for Latitude 2120 (330-4046)**
Keyboard:	**Documentation, Dell Latitude 2120, English (330-9875)**
Video Card:	**Intel Graphics Media Accelerator 3150, Dell Latitude 2120 (320-1479)**
Hard Drive:	**250GB Hard Drive 9.5MM, 5400RPM for Latitude 2120 (342-1363)**
Floppy Disk Drive:	**10.1inch HD TrueLife,TM,1024x600, LED Display, Dell Latitude 2120 (320-9237)**
Operating System:	**Genuine Windows 7 Professional, 32-bit, w/ media, Latitude, English (421-1642)**
Operating System:	**Genuine Windows 7 Label, Latitude (330-6745)**
Mouse:	**Chalkboard Black, Dell Latitude 2120 (313-9907)**
TBU:	**65W 3-Pin, AC Adapter for Latitude E-Family (330-9208)**
TBU:	**US - 3 foot Flat Power Cord, Dell Latitude (330-4016)**
Sound Card:	**Integrated 2.0MP Camera, No Touch Screen (EDU), Dell Latitude 2120 (313-9879)**
Sound Card:	**Dell Webcam Central Software Dell Latitude/Mobile Precision (421-1201)**
Processor Cable:	**Dell Wireless 1520 802.11a/b/g/n Half Mini Card, Dell Latitude 2120 (430-9691)**
Feature:	**6-Cell/54-WHr Battery for Latitude 2120 (312-0133)**
Service:	**Basic Hardware Service: Next Business Day Parts and Limited Labor Onsite Response 2 Year Extended (926-1792)**
Service:	**Basic Hardware Service: Next Business Day Parts and Limited Labor Onsite Response Initial Year (929-1500)**
Service:	**Dell Limited Hardware Warranty Plus Onsite Service Extended Year(s) (922-0328)**
Service:	**Dell Limited Hardware Warranty Plus Onsite Service Initial Year (922-0347)**
Misc:	**Energy Star 5.0 Enabled, Dell Latitude 2120 (468-7074)**
Base Unit:	**Dell V313 All In One Printer (224-6614)** **Dell Hardware Limited Warranty Initial Year (903-6097)** **Advanced Exchange Limited Warranty Initial Year (904-5350)** **No Warranty beyond 1 year (990-7659)** **ACAD OLP OFFICEPROPLUS 2010 SNGL NL Elec Dwnld only (A3737709)** **10 ft USB 2.0 Certified A to B Cable - M/M (A0080526)** **Shoulder strap for Latitude 2120, Customer Kit (330-4379)** **Series 21 Single Use Standard Capacity Color Cartridge for Dell V313 AIO Printers (330-5274)**

Required Software
Below is a list of software Digital Wish recommends schools install prior to imaging the student netbooks.

Adobe Flash, Shockwave, and Reader
https://www.adobe.com/cfusion/mmform/index.cfm?name=distribution_form&pv=fp

WMA to MP3 Converter
http://www.jodix.com/downloads/free-wma-mp3-converter.exe

Audacity & Lame MP3 Encoder for Audacity
http://audacity.sourceforge.net/download/beta_windows#recdown
http://lame.buanzo.com.ar/

Google Earth
http://www.google.com/earth/download/ge/agree.html

Any Video Converter
http://download.cnet.com/Any-Video-Converter/3000-2194_4-10661456.html

Dell Printer Driver
http://support.dell.com/support/downloads/driverslist.aspx?os=W732&catid=-1&osl=EN&SystemID=PRN_ALL_V313

Shortcuts to add to the Favorites Menu:
- Google.com
- ClipArtStation.com
- CNN.com
- **e4vt.org**
- ElementaryZone.com
- **digitalwish.org**
- SchoolTube.com

DIGITAL WISH

Student Media Release Form

A signed release form is required for every person whose image/likeness is shown in a video, photograph, or project. If there are multiple people shown, then each person should submit a release forms.

I _____ am
 (Print name)

pictured in a photograph, video, or project that was submitted to Digital Wish. I give permission for Digital Wish and its affiliates to publicly display my image/likeness, royalty free, worldwide.

I understand that any video and or pictures may be:
- Published by the press.
- Published in a commercial product.
- Displayed on a website.

I understand that any video, photograph, or project becomes the property of Digital Wish and its affiliates. No names or addresses will ever be released in conjunction with any photograph or video.

Name: _____

Signature: _____Date:_____

If person shown in the picture or video is under the age of 18 years, then the signature of his/her parent or legal guardian is required:

Parent's Name: _____

Parent's Signature: _____Date:_____

Teacher's Checklist

In order to hit the ground running, Digital Wish has put together this checklist of all the items that are needed for participation in the program.

Have you administered the pre-deployment survey?

_____ For yourself

_____ For your students

Do you have signed media release forms?

_____ For yourself

_____ For your students

Please make sure you have set up an account on each of the following sites:

_____ Skype: **www.skype.com**

_____ Prezi: **www.prezi.lcom**

_____ Google Docs: **http://docs.google.com/**

_____ Digital Wish: **www.digitalwish.org**

       Make sure you register for School Tube when prompted to do so during the Digital Wish registration process.

Have you made classroom arrangements for:

_____ A classroom projector

_____ Student logins

_____ Internet coverage in your classroom

_____ A recharging station

_____ Labels for the recharging slots

_____ Labels for the computers

       On the back of every unit is a place to label individual netbooks under a plastic sleeve. To access this, take the battery out of the unit and slide the plastic sleeve to the right.
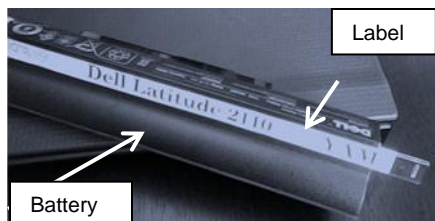
Sample Parent Letter

The letter below is a sample letter that will be sent home to all parents. The letter outlines the e-Vermont grant and the school-to-home initiative.

Dear Parents,

Welcome to the 2010-2011 school year! Digital Wish would like to congratulate you on the recent selection of your school as an awardee in *e-Vermont: The Community Broadband Project*. E-Vermont will help schools, municipalities, communities, and business groups in 24 rural Vermont towns design and implement ways to expand the use of broadband internet. This will serve a wide variety of local needs including enhanced downtown marketing, community engagement, business development, and school innovation. There was a lot of competition to become a school involved with e-Vermont, and the honor of participating can be credited to the hard work of community steering committee members in your town, as well as the dedication and vision of your own principal and teachers.
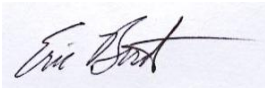
Digital Wish, an educational non-profit based in Vermont, will be working closely with selected classrooms in your school to implement the educational portion of e-Vermont. Expert staff will be delivering hardware, software, and training throughout the coming year. Approximately 1,300 new Dell Latitude 2120 rugged-ized netbooks will be delivered to our e-Vermont schools over the next few months. We are just as excited about these fully-equipped netbook packages as our students and teachers, and we can't wait for the year to begin. We will help your school every step of the way, from netbook set-up and introduction to podcasting and Flip video projects, providing training to teachers and students with the latest Web 2.0 technology, while still remaining within the daily classroom curriculum and national standards.

As a selected classroom, your child is lucky enough to take part in this 1:1 computing initiative, which means that this incredible netbook package will be your child's to use throughout the year - one netbook computer for one child. This program allows educators to prepare our children for an increasingly technological future, while teaching with modern applications that are relevant and meaningful to today's student. Best of all, this initiative has an e-Vermont school-to-home connection that directly ties families to

the overall community. In January, students will have the opportunity to take the netbook home at night, inviting entire families to connect with the community and become personally involved with other e-Vermont programs. Using Front Porch Forum or searching for helpful resources, updating resumes or printing writing projects, parents and students can take advantage of this modern technology on a nightly basis at home or at a public wireless access site. Also, each computer is equipped with a printer/copier/scanner for families to use at home.

This is a rare gift that offers Vermont students a tremendous advantage using modern technology. With this initiative, our e-Vermont rural communities can become a leading force in preparing for our children's future in continuing education and in the strengthening of community with local work force.

To read more about the e-Vermont project and the communities involved, please visit the Vermont Council on Rural Development at www.vtrural.org. To find out more about Digital Wish, please visit us at www.digitalwish.org. Your school has more information about the details involved with e-Vermont as well. We look forward to a spectacular year of educational training and fun lessons with all of the schools and communities involved.

Eric Bird
Lead Trainer
Digital Wish

FAQs

These FAQs are intended for use by e-Vermont teachers and administrators. They are not meant to be distributed to students, parents, or the school-wide staff.

Do we really get all of these netbooks?

Yes! The netbooks are an important component of your e-VT grant. They are ordered and delivered by Digital Wish, your e-VT educational partner.

How many netbooks will we receive?

The goal of the Digital Wish 1:1 school-to-home program is that each student in a single classroom receives his/her own netbook. In addition to this, each classroom will receive two additional netbooks: one for the teacher and one to be used as a temporary replacement should a netbook need repairs. Please understand that there are a limited number of netbooks available for each school. Therefore, Digital Wish will work with school administrators to assure that as many students as possible receive a netbook in their school.

After each student receives their netbook, will there be any leftover for the school to use?

Unfortunately Digital Wish cannot place netbooks in the school that are not part of the 1:1 school-to-home program.

Is this a one-year loan of the netbooks, or do we get to keep them?

The netbooks belong to the school! Your school will be required to have a disposal policy in place for when the equipment's end of life occurs. Digital Wish will provide guidance on this.

Do the students own the netbooks or do they have to return them at the end of the year?

The netbooks belong to the school, not the student. Although Digital Wish would like the students to take personal pride and ownership of the netbooks, they will need to be returned to the school with the printers at the end of the school year.

Can our school customize the content held on the netbooks?

Digital Wish has worked very hard with Dell and Microsoft to put together a spectacular package that works well with 1:1 programs. If your school would like any upgrades, they can be arranged at a later date at the school's expense. Digital Wish will provide all the details about these great netbook/printer bundles to your school's tech coordinators.

Can our school get additional netbooks if students are added to the class?

As long as your school has not yet reached its maximum allocation, then yes, Digital Wish will be able to provide additional netbooks for those new students. If your school's maximum allocation has been reached, then the school will need to purchase the additional netbook/printer bundles. The current price for these bundles is $549.99 with the e-VT contract; however, the orders will need to be placed through Digital Wish. Please contact Digital Wish for further information.

Does Digital Wish offer tech support?

Generally speaking, no, Digital Wish does not provide tech support. There MUST be someone affiliated with your school who will take responsibility of any technology problems that may arise with the netbooks. This person will be the contact for Dell if there are any issues.

Digital Wish does have a limited number of contractor hours allocated per school, and if your school elects to do so, Digital Wish will provide an IT consultant to come out to your school to perform a site evaluation. Please understand that if a Digital Wish representative is at the school and is able to help with any technology related problems, they will do so. In addition, Digital Wish welcomes all phone inquiries or e-mails with simple questions. In short, if a Digital Wish representative can help, they certainly will do their best but they should not be relied upon to be your ongoing tech support.

Are the netbooks ready to use on the day that they arrive at the school?

While the netbooks come with some software installed, your school's technology coordinator will need to configure them with all school networks, firewalls, passwords, and any other necessary programs that will make them compliant with existing school regulations. In addition, the netbooks will need additional software downloaded onto them. A list of all necessary software, along with directions on how to download it, will be provided.

Is there antivirus on the netbooks?

The netbooks do not come with antivirus software because every school is unique in their security requirements. If your school needs to purchase the software, you may choose to use a part of your e-Vermont cushion fund for this purpose. All cushion funded purchases need to be approved, and placed, through Digital Wish.

Is Microsoft Office 10 installed on the netbooks when they arrive?

Although it is not installed, it is included with each netbook.   After the netbooks arrive, your school will receive the necessary information for activating the software. Digital Wish understands that every school is different in their set-up and imaging process. Therefore, a representative from Digital Wish will assist your school in the installation process of Microsoft Office.

Is our school required to pay for a yearly subscription of Office 10?

No, there is no additional charge for Microsoft Office 10, as it is included with your school's netbooks. You will be given the information on how to download the software once you receive the units.

Do the netbooks have to go home?

Yes.   That is part of the deal! As e-Vermont is a community broadband project, the school–to-home component of the grant is essential. The community connection and the opportunity for students to share what they learn with their parents serves to strengthen both the student's and parent's knowledge and comfort with technology.

What if a home does not have internet access?

If households do not have connectivity, Digital Wish will help families locate alternate connection sites in the community, such as in the library, school, and/or local businesses.

Does Digital Wish provide training?

Of course! Digital Wish is not a "drop and run" program; in fact, training is an integral component of the Digital Wish program. Each one of the Digital Wish trainers is a fully certified teacher with experience integrating technology into classroom curriculum. Trainers will provide lessons on everything from internet safety to video production.

How often do Digital Wish trainers work in our classrooms?

If your school is a round 2 school, a trainer will visit your school once every other week for the remainder of the 2010-2011 school year. Trainers will then visit your school every week until December during the 2011-2012 school year.

Each week that a trainer is in your school, they will be in the classroom for one class period for each grade. Many times, depending on the number of students in each class, classes may be combined.

What content will be taught to our students during the training sessions?

The Digital Wish program covers 6 units:

- Digital Citizens "Respect, Responsibility, Safety"
- Media Creation & Presentation / Tools with Podcasting
- Community Profile: Oral History of People, Places, and Events / Reliable Research
- Collaboration for Business Exploration
- Collaboration and Debate
- Side Trips: Creativity and Innovation

Each unit is tied to the NETS-S standards that have been adopted by Vermont's Department of Education.

Our teachers are already pressed for time. How will they fit the Digital Wish program into their schedules without losing valuable time to teach the required curriculum?

The Digital Wish program is structured so that existing lesson plans are supplemented with technological tools, not replaced. Therefore there is no reason for teachers to feel that they need to change their curriculum, rather they can look forward to learning new ways to teach required subject matter using tools that their students will use for years to come.

What is the timeline of this project?

The goal of the Digital Wish team is to work with each school's schedule; therefore no timeline will be exactly the same from one school to the next. Below is a generalized timeline:

- After a town has been selected to participate in the e-Vermont project, a Digital Wish representative will contact individual school administrators to discuss logistics. Following this initial conference call, school administrators will be sent a questionnaire which will need to be filled out and returned to Digital Wish as soon as possible.
- Once all logistics are covered, a single netbook will be ordered for your school and delivered in about 2 weeks. This netbook will be imaged with the software that is required for the Digital Wish program. Individual schools will then have time to add school specific firewalls, security software and all other school required programs to the unit. It is expected that IT personnel and teachers take time to become acquainted with the machine and make sure that it is properly set up for students to use.
- At the same time that your school is configuring the single netbook, Digital Wish will be awaiting the delivery of the student netbooks. These will be delivered to the school roughly 30 days after the questionnaire is returned to Digital Wish.
- Once the netbooks are delivered to the school, the school's IT representative will be responsible for imaging all of the units and for getting them student ready.
- Around the same time that the single netbook is delivered to the school, a Digital Wish trainer will begin working in classrooms. For the first four weeks that a trainer is in the classroom, their focus

- will be on preparing students to be great digital citizens. This unit, Digital Citizenship, will focus on internet basics, cyber safety, copyright issues and an introduction to their netbooks.
- It is expected that by the 4th week, students will receive their netbooks.
- After the Digital Citizenship unit is completed, trainers will begin working with teachers' preexisting lesson plans to integrate the remaining 5 units.
- Digital Wish will work with each school in round 2 until December, 2011, at which time teachers will have the tools necessary to continue using technology in their classrooms. Digital Wish's ultimate goal is to make ourselves obsolete by providing the resources needed to help each school plan for sustainability after the e-Vermont funding ends.

What if our school does not have, and cannot afford to buy the additional hardware and software needed for the program?

Although Digital Wish provides schools with most necessary items for the program, every school will have certain hardware and software needs that are unique to their school. For this purpose, your school's e-Vermont grant includes a small amount of cushion funding which is intended to cover the cost of those hardware and/or software items that are required for the program. Items such as microphones, Flip camcorders, headphones, wireless hubs, projectors and antivirus software are all acceptable uses of this funding. Please understand that whatever is purchased using this funding must be used directly within the program, and must be both preapproved and purchased by Digital Wish using a required 3 bid system. Digital Wish will not reimburse schools for purchases. For more information, please contact a Digital Wish representative.

Will teachers be asked to participate in any Digital Wish specific activities outside the scheduled training sessions?

The only thing Digital Wish asks teachers to do outside the regularly scheduled weekly in-class trainings is help provide feedback a few times a year with an online student and teacher survey and follow-up.

How can I learn more about the overall e-Vermont project and see where the other e-Vermont communities are located?

Easy! Simply go to **www.e4vt.org** and find the summary, read all the details, and see a map of the communities that are currently served.   You can also find a list of participating schools at the Digital Wish website: **http://schoolmodernizationinitiative.wordpress.com/our-schools/**

Can other elementary schools in our community or district benefit from e-Vermont?

Yes! The Digital Wish program is intended to be both sustainable and scalable. The hope of the organization is that schools will work together so that teachers can learn from one another. So while schools that are not included in the e-Vermont Project will not be given the hardware, or direct training, teachers from all schools are invited to sit in on lessons. Further, Digital Wish will share lessons, ideas, and overall program progress online, so additional schools can follow along and participate at will. Digital Wish also encourages cross-school communication and projects to develop community connection and foster community engagement and support.

Does Digital Wish require that our school use their Acceptable Use Policy form?

No, Digital Wish does not require schools to use any specific Acceptable Use Policy form. The form that Digital Wish provides to schools in the Welcome Kit is intended to be used as a guide. Digital Wish will offer advice and research to help make sure your school and home policies suit your specific needs.

Do the netbooks stay at the grade level in which they were introduced, or do they follow the students the following year to the next grade?

The netbooks belong to the school; so ultimately, this decision belongs to the school. However, Digital Wish highly recommends that the netbooks remain in the grade levels in which they were introduced. The reasoning for this is that the e-Vermont classroom teachers will have spent valuable time training with Digital Wish and have become familiar with the computers, lessons, and intricate details involved in the 1:1 program.

That being said, the Digital Wish objective is to have the program implemented school wide. Although it is beyond the means of the organization to do this for the school, Digital wish does provide extensive resources that will allow schools to find their own funding to allow the program to extend to other classrooms.

Have other schools been able to scale the 1:1 program to classrooms that were not part of the initial grant funded Digital Wish program?

Absolutely! The Digital Wish team has seen an organic process run throughout schools and communities once a 1:1 program has been put in place. In fact, most schools go on to successfully receive funding for their technological growth. Digital Wish will assist in this process by crafting a sustainability plan for the school so that funding will remain in place. Further, the Digital Wish website will provide lesson plans, teacher training videos and other useful materials to assist in the process.

Are there any useful suggestions on how to keep track of all of these netbooks?

Digital Wish has found that a simple system of numbering netbooks and cords with a sticker can save schools loads of grief. The recommendation is that each netbook and cord is assigned a number, which is in turn assigned to a student. A master list should be kept which keeps track of each student's netbook and cord number.

How are the netbooks powered?

The netbooks are equipped with great batteries that can run the length of the school day; however, they do need to be charged when not in use. Charging stations can be set up by placing a few power strips at strategic points around the classroom. It is important that the charging stations are in an open, well-ventilated space that won't get too hot! Many schools create or purchase a small charging station cart for each classroom where the netbooks can charge during recess, lunch, and release time. Students will get into a rhythm of recharging, and it helps to teach responsible usage.

How should netbooks be stored overnight?

Lock up your netbooks! News spreads fast about this treasure trove of technology your school has received. It is best to avoid problems before they arise by keeping the netbooks locked up when they are not in use. The majority of netbooks will eventually be going home at the end of the school day; however, until then, your school will need to have a plan for keeping them safe.

Digital Wish recommends that a secure location is found where the netbooks can be locked after school. If your school has a classroom charging cart, this can easily be wheeled down the hall and locked in a storage closet or unused office. The keys for this storage area should be kept under close supervision, and never given to students to open. Remember, you will also need this secure storage location during the summer months.

What's the story with the 3 in 1 scanners?

As part of the package, every student will be given their own 3 in 1 scanner to take home. Although the scanner serves as a copier and printer as well, it is the scanner component of the machine that the Digital Wish program will use.

Will schools be storing the scanners at any time?

Yes, your school will need to find a temporary place to store the scanners. Just like with the netbooks, these will eventually be sent home, but until then, your school will need to find a safe place store up to 50 printers, ink cartridges, and USB cables. Also keep in mind that you will get the scanners back at the end of the school year, which means that your school will have to find a secure storage location for the summer months as well.

What type of parent preparation or training does Digital Wish provide?

Digital Wish recognizes that the parent component is essential; therefore, much work has gone into providing parents with information that will prepare them for when their children bring home the netbooks.

For example, Digital Wish will provide your school with a sample introductory letter that outlines the program. Your school may distribute this letter to parents in whatever format the administration feels is acceptable. The next step that is recommended is for your school to schedule a parent information / training night before the netbooks go home. A Digital Wish representative will attend this meeting to provide details about the educational initiative, show a short multimedia presentation, talk about the e-Vermont community components, demonstrate scanner set-up, and strive to get the parents excited about the program while quelling any lingering fears. Digital Wish expects that both the teachers and the principal attend and assist with the meeting.

Digital Wish does not provide in-home service or training, and in turn the parents are not required to do any school-related projects other than a few possible surveys for Digital Wish. However, the students themselves naturally become teachers and typically love to help their parents learn about the technology they are using in the classroom.

What if a parent is dead-set against allowing the netbook to go home?

Digital Wish's very persuasive parent presentation about the benefits of the 1:1 program typically does the job of alleviating the concerns faced by most parents. That being said, it is impossible to force parents to take home the equipment if they are dead-set against it. However, it is important to remember that home usage is a required tenant of this initiative. The federal funding was provided based on the netbooks going home, and we need teacher support in making sure this happens.
One point to keep in mind is that once student excitement takes hold, the vast majority of parents and students will be thrilled to have this opportunity. For those few parents that still won't budge, the student will be responsible for handing over the netbook at the end of each day, and the teacher will be responsible for locking it up.

What about netbook Insurance or Loss-Protection?

The netbooks are equipped with a Dell supported, 3 year "bumper to bumper" warranty. This warranty will cover all necessary system repairs, and assures that a Dell representative will come to your school to fix any system related problems.

If your school is interested in further insuring the netbooks, there are many options from which you can choose. Digital Wish will work with your school to find an insurance program that works best for your particular situation. In the meantime, below is a list of what other initiatives are doing.

Choices include:

- Purchasing 3 years of Damage Insurance for approximately $26 a netbook.
- Using self-insurance by purchasing extra computers to cover any damaged or missing units.
- Purchasing 3 years of GPS tracking for $73 a computer.
- Having parents sign a contract.

With all this free equipment, can our school spend all of our other technology or grant funding for the year on other technology for the school?

Digital Wish strongly advises to wait until the dust settles from the introduction of the netbooks. It is possible that unforeseen additions are required to smoothly integrate the systems into your network, and as every school is vastly different with their set-up, it will not be known what those additions are until the netbooks are in place.

What is our school's responsibility in terms of setting-up technology at the school?

Every school is responsible for getting the netbooks "school ready" and functioning with the school's network.   A Digital Wish IT expert is available to assist the school's technology staff on integration and functionality; however, any major overhauls to your system will be the sole responsibility of the school.

Do the participating classrooms need to be online?

Yes! Not only do classrooms need to be online, but there must be a strong wireless connection in the participating classrooms that will support online access to all students at one time. It is important that schools keep in mind that this is a broadband initiative.   A Digital Wish IT expert will work with your school's technology staff to evaluate, advise, and help solve any classroom wireless issues.

Also, it is important to remember that this is a Community Broadband Initiative which focuses on connectivity and the ability to work online.   It is brought to you through stimulus funding for rural development.   Digital Wish is happy to be delivering hardware and training into the classroom, but connectivity is the key.

Can this deal get any better?

With free netbooks, extensive training, and lots of other extras, not really!