

Advancing the Effective
Use of Technology in Education

NISD Technology Services



Laptop Deployment and Assignment Procedures



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Deployment Procedures

Because of the mobility attribute of laptop computers and the fact that laptops are assigned to individuals and not locations, the procedures for deploying the laptops at new schools or at schools undergoing technology upgrade deployments are different than those associated with desktop computers. In addition procedures for assigning the laptops at the beginning of the school year and collecting the laptops at the end of the school year are required since the laptops are assigned to specific teachers and not classrooms. The purpose of this document is to outline the new procedures and to give guidance to the campuses to help them administer and control these valuable assets.

Software Images and Loadsets

Software is a critical part of the provisioning process for laptops. At NISD, we have defined four tiers of software that can be added to a laptop.

Tier1 Software

The first tier, Tier1, is the basic loadset. The basic loadset is a package of software that includes the Microsoft Office Suite, Inspiration, Acrobat Reader, and many other applications. A current listing of this software is posted at <http://www.nisd.net/technology/tier1software.pdf>. This software will be purchased by Technology Services and will be included as part of the new school deployment or the technology re-deployment.

Tier2 Software

The second tier, Tier2, is campus wide software and is usually purchased as part of the initial deployment or technology re-deployment.

- Elementary schools: includes Kid Pix4, Graphers, Kid Keys2
All the Right Type V3 and 123 Math Fonts
- Middle schools: includes Adobe CS4 Web Premium
- High schools: includes Adobe CS4 Master Collection

In addition, there may be other applications included in the Tier2 software. The standard image that is loaded at each school is developed by combining the Tier1 and Tier2 software.

Tier3 Software

The third tier, Tier3, is called the Curriculum Package and will include all of the textbook software that we are licensed to use with the approved text books. Since there is a wide range of textbooks used that depend on the teaching specialization, subject, and grade, the following Tier3 load sets will be defined in High Schools and Middle Schools. Elementary schools will not have any Tier3 designations. Any specialized software required for elementary schools will be added as Tier4 software. Computers with no Tier3 software, are labeled with a standard image label. The format for the Tier3 software is xxxyyy where xxx represents the campus site code and yyy is a three digit number assigned to the department.

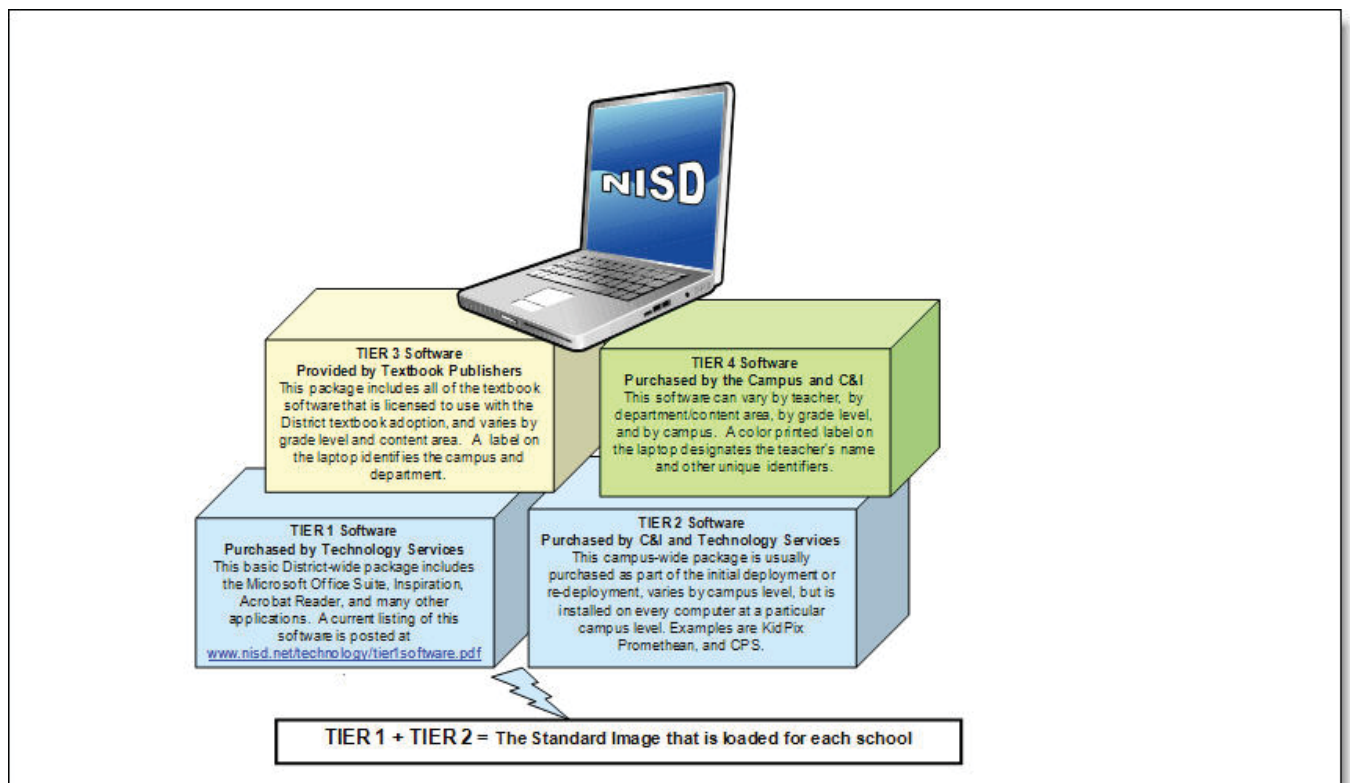
- High School: Math(200), English/Language Arts(100), Social Studies(400), Science(300), Physical Education(500), Fine Arts (Band, Choir, Drama)(600), International Languages(550), CATE (Business Education)(700), Standard Image(000)
- Middle School: Science(030), Math(020), Health(050), International Languages(055), Social Studies(040), Standard Image(000)
- Elementary School: Standard Image(000)

Tier4 Software

The fourth tier, Tier4, is called the Campus Specific Software and is purchased either by the Curriculum and Instruction Department or by the campus. In addition certain curriculum specialties such as Career and Technology Education (CATE) which includes Drafting, Auto Repair, Family Consumer Science, or Agriculture for example, will be installed as Tier4 software. Coaching software will also be installed as Tier4 software since most coaches will have other teaching responsibilities, such as Math or Science, along with their coaching responsibilities. Special Education software will also be included as Tier4 software.

There are legal requirements that control the installation of Tier4 software. Proof-of-purchase of the licenses to install this software is required. In addition, original copies of the software are required for the Technology Services personnel to install this software. Figure 1 below provides an overview of the NISD software tiers.

Figure 1: NISD Software Tiers:



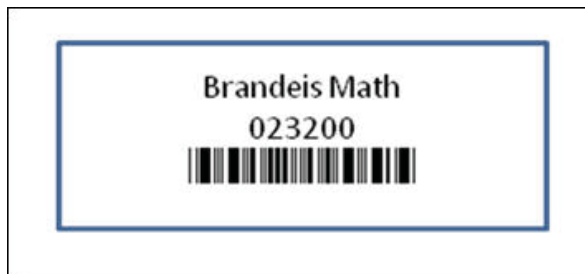
Developing Software List For New School and Technology Upgrade Deployments

For new school deployments, the Project Managers will be responsible for working with the C&I Staff and the Principal to bring together the list of Tier4 software that will be added to the Tier1 , Tier2 , and Tier3 software. When the software is installed on the laptop by Technology Services, the Tier3 load on a laptop will be designated by a label; similar to the one shown below. Tier4 software will be installed on the computer during the deployment and will have to carry a room or number designation by adding an additional label onto the computer. This information will be used to assign the laptop to the appropriate teacher or classroom. Technology Acquisitions will be responsible for preparing the software labels for each campus and giving them to Tech Support prior to loading the software on the laptops.

For technology upgrade deployments the Campus Instructional Technologist (CIT), working with the Project Manager and the deployment team, will be responsible for developing and cleaning up the list of Tier4 software that must be added to the other three tiers for each computer in the school. If the campus has other Tier2 software or Tier3 software, it must be identified also. A software template is available to assist in this process. As previously mentioned, proof of purchase for all licenses and original copies of the software are required to re-install this software on the new laptops. Sometimes, the software for which records and/or media cannot be found is so old that it should be abandoned or replaced with something newer/better.

The software template provides inputs for room numbers and individual names for each computer being replaced by a laptop. All three tiers of software will be installed by Technology Services prior to delivering the new laptop to the user. The laptop will carry a Tier3 label and appropriate Tier4 designation to assure the laptop is assigned to the correct person.

An example of a Tier3 label is shown below:



Since the technology upgrade deployment process takes place over a period of days, prior to the deployment, the CIT and the Project Manager will agree upon the process for distributing computers each evening. During the summer, when high schools are normally deployed, the CIT and Project Manager will again work out the procedure for distributing the computers. No matter what the deployment schedule is, timely distribution and asset protection must be key considerations in developing the disbursement process.

Laptop Computer Assignment System

The Laptop Computer Assignment System (LCAS) has been developed to assist in managing the laptop assignment process on each campus. The CIT and other designated campus personnel will have access to this web based system. LCAS will be used to check out laptops at the beginning of the school year, reassign computers throughout the school year, and to check in computers at the end of the school year. The campus will be required to designate a place where these computers can be kept safely during the summer. LCAS will accept scanner or key board inputs.

With the wide range of software images, it is important to assign the laptops to teachers with the appropriate software required for their specialty, particularly in high schools and middle schools. When distributing laptops, they should be sorted by the Tier3 designation label. If further Tier4 information is provided, then this should be used to assign the computer to the correct teacher.

When computers are checked in at the end of the school year and then checked out at the beginning of the school year, consideration should be given to giving a teacher the same laptop they had the previous year. LCAS will assist in doing this as it keeps information on the previous assignment of a laptop. A simple way of doing this would be to use masking tape and putting the teacher's name on the computer for reassignment the next school year.

LCAS Users Guide

The LCAS user guide is available on the Technology Services website at:

<http://www.nisd.net/technology/projects/training.html> and clicking on the Laptop Computer Assignment System User Guide link.