



Closing Days of School Checklist for L4L

INTRODUCTION

The purpose of this document is to outline the end-of-year guidelines and steps for Principals/Headmasters & TSTs for laptops deployed under The Laptops for Learning Initiative (L4L):

INSTRUCTIONS

- Notified staff who are:
 - retiring
 - resigning
 - without a placement
 - moving into an administrative role
 - applying for a leave of absence
 - changing to a part-time position
 - who did not register their laptops by the February 5, 2010 deadline
 - who will not meet the criteria for eligibility for school year 10-11to return their laptop, bag, peripherals and a signed L4L Laptop Return Form to OIIT at one of the scheduled collection locations identified by OIIT. (L4L Return Forms are posted on the L4L website at https://connect.mybps.org/groups/bpsoiit/wiki/47148/Laptops_for_Learning_L4L.html.
L4L laptops cannot be redeployed by the school.

- Inform teachers of the drop-off locations and dates/times for laptop collections and that they need to return their laptop, bag, peripherals and a signed L4L Return Form https://connect.mybps.org/groups/bpsoiit/wiki/47148/Laptops_for_Learning_L4L.html.
 - Monday, June 21st: Campbell Resource Center (Computer Repair), 2-5 p.m.
 - Tuesday, June 22nd: Campbell Resource Center (Computer Repair), 2-5 p.m.
 - Wednesday, June 23rd: Campbell Resource Center (Computer Repair), 2- 5 p.m.
 - Thursday, June 24th: Campbell Resource Center (Computer Repair), 7:00 a.m.- 5 p.m.
 - Thursday, June 24th: Madison Park (Green Tile Area), 2-5 p.m.
 - Friday, June 25th: Campbell Resource Center (Computer Repair), 7:00 a.m. - 5 p.m

- If your school has 5 or more staff returning their laptops, you can arrange a next-day-pick-up by calling the OIIT Service Desk at 635-9200. Please make sure each laptop returned has the L4L Return Form https://connect.mybps.org/groups/bpsoiit/wiki/47148/Laptops_for_Learning_L4L.html signed by the user, the bag and all the peripherals.
L4L laptops cannot be redeployed by the school.

- Notify staff that laptops are **not** allowed to be stored at the school during the summer. Staff members who do not want to take their laptops home for the summer must contact OIIT at 635-9200 to make arrangements to store laptops & peripherals in the L4L bag at the Campbell Resource Center. Bags should be clearly labeled with staff name and ID. Under no circumstances may L4L laptops be stored in schools over the summer. Failure to follow this guideline may result in financial loss to the school should laptops be lost, damaged and/or stolen.

Questions?

Contact your TST
or
OIIT Service Desk, 617-635-9200
or
L4L@boston.k12.ma.us

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- TSTs who were not full-time classroom teachers and only received a laptop to support their role as TST need to return their L4L laptop.
- Communicate to teachers that all L4L laptops need to be connected to the BPS network prior to the end of the year to ensure that laptops have critical software updates for the summer and work with TST to accomplish this.
- Review/take inventory of L4L laptops, bags & peripherals and report any discrepancies to OIIT. In this L4L inventory, identify teachers who are transferring to a teaching position in another school and the school to which they are transferring.

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