

Are You Ready to Swap?

Prior to the exchange session:

Have you backed up all of your important files and data from your current L4L MacBook?

You are responsible for backing up data that you want to transfer to your new MacBook before the day of the swap. There will be no backing up or transferring of data during the swap session. For assistance with backing up your data, you can attend an optional face-to-face back-up session. **Register for an optional face-to-face back-up session via MyLearning Plan.** Or check out the step-by-step backup guide: http://connect.mybps.org/docs/QG_Backup.pdf. You can also visit an Apple store in the Greater-Boston area for backup assistance at no cost by scheduling a visit to the Apple Genius Bar.

Did you register for a swap session via MyLearning Plan?

To obtain a new MacBook, you must attend a two-hour exchange session which will include training on the district's new Student Information System. Exchange sessions are now available for registration on **MyLearning Plan!** Please note that registering for a session does not guarantee enrollment as enrollment is contingent upon eligibility. Eligibility will be confirmed by OIIT & HR and notification will be emailed to your BPS email prior to your scheduled session.

Is your laptop malfunctioning for any reason?

If you are experiencing any technical issues with your laptop such as the optical drive is not playing CD's or DVD's or the battery is not charging, get your laptop repaired before the swap. Contact the OIIT Service Desk at 5-9200 for repairs.

Is there any (accidental) damage to your current L4L MacBook?

Accidental damage to your current L4L MacBook such as a cracked screen or liquid damage that causes the computer to



malfunction needs to be addressed before attending an L4L swap session. You will be required to pay the \$200 accidental damage fee before you are able to get a new MacBook. Contact the OIIT Service Desk at 5-9200 with questions.

Are you eligible to receive a laptop for SY 2011-2012?

OIIT is working with BPS leadership and HR to finalize eligibility for L4Lv2. Currently, based on the current program, the following groups of full-time, or full-time equivalent, school-based BPS instructional staff are slated to be eligible to receive laptops:

- Classroom teachers, including specialists
- Instructional coaches
- Professional librarians
- Professional school-based technology coordinators
- Guidance Counselors
- Itinerants
- Principals/Headmasters

OIIT recognizes the wealth of staff that support teaching and learning in Boston's schools and is working with BPS leadership and HR to identify additional groups for eligibility and will update this list as soon as possible. If you are unsure if you qualify for the new L4L, please contact L4L@boston.k12.ma.us. Eligibility will be confirmed by OIIT before you are confirmed on MyLearningPlan for an L4L/SIS session.

On the day of the exchange session:

Did you bring your current L4L MacBook, power adapter, power adapter extension, remote and laptop case with you?



You are going to be trading in your MacBook, power adapter, power adapter extension and remote for a new, updated MacBook. If you do not have your power adapter, you will

need to pay a \$65 fee before you can get a new one. You will not be trading in your laptop case for a new, you will be using your current laptop case to transport your new laptop home from the swap.

Do you have your driver's license or picture ID?

If you do not have a picture ID, you will not be issued a laptop.

Do you have a signed copy of the Laptop Use Agreement?

Please read the Laptop Use Agreement carefully, sign it, and bring it with you to the swap. OIIT is working with the BTU to update the new LUA. It will be posted on the site once finalized. A link to the updated LUA will also be included in your MLP session confirmation email.

Do you have a signed copy of the Acceptable Use Policy?

Please read the BPS Acceptable Use Policy carefully, sign it, and bring it with you to the swap. A link to the AUP will be included in your MLP session confirmation email.