



PORTLAND PUBLIC SCHOOLS
DEPARTMENT OF INFORMATION TECHNOLOGY

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IT Refresh Program Overview – 2011 - 12

The IT Refresh Program, now in its seventh formal year, provides the District over 1000 computers per year, as well as a number of printers, and digital projection equipment. Because the goal of IT Refresh is to get updated technology in the hands of staff and students, the deadline for submission of Refresh orders will be

February 15th, 2012.

Please note, teacher machines that were purchased as part of the eSIS roll out 5+ years ago, are now out of warranty. Snow-white iMacs and all CTL Desktops are out of warranty. Please verify every teacher in your building has an up-to-date, under warranty machine. "Under warranty" would be any machine purchased in the last 3 years. In addition, many schools successfully enhanced their ability to integrate technology into the curriculum, enabling both teachers and students to tap resources previously not available.

Through this program, \$900,000 is allocated directly to schools for computer refresh across the district. While not adequate to place PPS on a standard 5-year replacement cycle (this requires \$3.5 million annually), the allocation provides the opportunity to continue a refresh process that has been drastically needed since the expiration of the 1995 technology bond. The funds made available by the board are for the period July 2011 - June 2012 and will be allocated to schools based upon projected enrollment.

Deadline and contact information

1. Refresh requests must be submitted online by **15 February 2012**. Unlike building funds, Refresh funds **do expire**. Please let us know if you will not be spending your funds and we will redirect them appropriately.
2. Please email any IT Refresh-related questions to itpurchasing@pps.net. IT Hardware Standards can be found by navigating to <http://www.pps.k12.or.us/departments/information-technology/1339.htm>.
3. You **must** contact Jay Keuter at jkeuter@pps.net prior to February 1st, 2012 if you feel you will not make the deadline for submissions.

Priorities for use of Refresh funds

1. **Ensure that your school has an adequate number of OAKS/ELPA-compliant computers.**
2. Ensure all instructional staff has access to a computer that is under warranty and has:
For PCs: at least a 1.7GHz Pentium 4 processor.
For Macs: 600Mhz G3 processor for desktops, 500Mhz G3 processor for laptops.
3. Ensure that library / multi-use areas have an adequate number of computers with the same requirements as #2.
4. Update existing instructional environments to support technology integration and curriculum adoptions (i.e. mobile presentation units consisting of laptop, projector, document camera, A/V cart and security cables).
5. Begin to replace older computers (Pentium III and below).
 - *This program specifically seeks to refresh and subsequently eliminate older, non-compliant computers such as Pentium I and II PCs and PowerMac 5000 and tray and slot load iMac series machines.*

Eligible expenditures

1. **Desktops, monitors, and laptops**
2. Networkable printers
3. Data projectors and document cameras and replacement projector lamps
4. Mobile lab carts, AV carts, and security cables (if purchased in conjunction with above technologies)
5. Wireless access points (WAPs), and required data drops.
6. Installing data drops and upgrading power in high-use or urgent-need areas.

All funds must be used in accordance with IT Hardware Standards (see link above) unless a specific curriculum rationale is provided. Non-standard manufacturers will not be eligible for funding.

Ineligible expenditures

1. Peripherals / Non-networked devices (i.e. flash drives, and scanners)
2. AV equipment such as digital cameras, digital camcorders, and Smartboards
3. Software or web-based subscriptions

The goal of this program is not to upgrade older computers, but rather to discontinue use of those that do not meet industry standards, or using them for a less important purpose.

Request process

1. Open the IT Refresh Request emailed to all principals and secretaries (also found at link above).
 2. Complete form:
 - a. Check current hardware pricing in the IT Hardware Standards (see link above). This will allow you to efficiently use your allocation and to receive your order as quickly as possible.
 - b. Demonstrate educational requirement and/or desired outcome for equipment
 - c. Specify destination / room number for equipment (in many cases, the vendor will be providing installation services at your site, so please be specific)
 - d. If applicable, specify the chartfield for an alternative funding source if purchase total exceeds the school's Refresh allocation (i.e. the school's consolidated funds)
 3. Submit form via the online IT Refresh Request Form. The online IT Refresh Request form can be found on the IT Refresh 2011-12 page, located here: <http://www.pps.k12.or.us/departments/information-technology/1340.htm>
 4. You will receive a confirmation email after submission. If you do not receive an email, contact itpurchasing@pps.net immediately.
 5. Order is reviewed and approved.
 6. IT creates PO(s) sends to vendor.
- All equipment will be delivered in the timeline specified in the IT Hardware Standards.
 - Schools with high priority need will be addressed first.

Orders intended for labs

We will work with our lab deployment team to verify that your room can safely handle the extra power and data needed for extra computers. Please allow time for a lab survey and any data/electrical jobs that may be required.