



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Elementary Instructional Multimedia Cart Program

NUMBER: MEM-3913

ISSUER: Patrick Luce
Deputy Chief Information Officer

DATE: August 29, 2007

ROUTING
Local District
Superintendents
Elementary School
Principals
Instructional Technology
Applications Facilitators

PURPOSE: The purpose of this Memorandum is to provide information to elementary school principals regarding instructional multimedia technology tools that will be provided to schools to be used by all teachers, and the associated professional development to assist with technology integration in the classroom instructional program.

The program includes the distribution of an instructional multimedia cart, which will include a *laptop computer*, an *LCD projector*, and a *presentation cart* for each elementary school. These tools are made available for use by instructional staff at the school. Teachers are expected to use the *Instructional Multimedia Carts* to integrate and provide access to multimedia and digital curricula, such as the Internet resources, CD ROMs, and DVDs that are identified in State adopted textbooks and other District approved instructional materials to students.

The Federal Enhancing Education Through Technology (EETT) grant targets improved student achievement through the innovative use of technology in schools. The Los Angeles Unified School District's *Education Technology Plan* specifies strategic goals for technology integration in the classroom. This program contributes to the success of these key initiatives.

MAJOR CHANGES: None

INSTRUCTIONS: PROCEDURES

Educational Technology will:

- Work with identified lead teachers at each school.
- Conduct a three-hour orientation session.
- Provide professional development in technology integration in the classroom.
- Provide the Instructional Multimedia Cart.
- Coordinate delivery and distribution of program equipment to schools.

The School Site Principals are asked to:

- Identify and send a lead classroom teacher to attend a three-hour professional development session which will include a review of District requirements for



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- equipment use and distribution of the equipment to take back to the school site.
- Extend participation to teachers at the school by assigning the equipment to teachers on a rotational basis and identify leaders to share best practices with other staff members.
- Accept delivery of the *presentation cart* at the school site.
- Expect classroom teachers to use the *Instructional Multimedia Cart* in their instructional program.
- **Confirm participation by returning the response form (Attachment A).**

Lead Teachers are asked to:

- Register for and attend an entire three-hour orientation session (see below) and accept the *laptop computer* and *LCD Projector* on behalf of the school.
- Plan and manage use of the Instructional Multimedia Cart.
- Communicate progress of program implementation with principal.
- Participate in continuing professional development provided by Educational Technology to share best practices, become familiar with collaboration tools, and collaborate on media rich projects with other elementary school teachers District-Wide.
- Participate in a virtual community to share best practices, collaborate on media rich projects, obtain timely instructional technology resources, and attend online presentations.
- Disseminate information regarding Educational Technology professional development opportunities to classroom teachers.
- Assist classroom teachers at their location to use the *Instructional Multimedia Cart* in their instructional program.

PROFESSIONAL DEVELOPMENT and EQUIPMENT DISTRIBUTION

Three-hour sessions for professional development and equipment distribution are scheduled as follows:

| East LA: Soto Street | Downtown LA: LD4 Offices |
|---|---------------------------------|
| Sept 8 (9am – noon) or (12:30pm – 3:30pm) | Oct 5 (4pm – 7pm) |
| Sept 24 (4pm – 7pm) | Oct 30 (4pm – 7pm) |
| Oct 13 (9am – noon) or (12:30pm – 3:30pm) | Nov 2 (4pm – 7pm) |
| Oct 26 (4pm – 7pm) | Nov 28 (4pm – 7pm) |
| Nov 30 (4pm – 7pm) | |

| Valley: Devonshire Lab | South Bay: Taper Delta Lab |
|-------------------------------|-----------------------------------|
| Sept 10 (4pm – 7pm) | Sept 12 (4pm – 7pm) |
| Sept 28 (4pm – 7pm) | Sept 28 (4pm – 7pm) |
| Oct 4 (4pm – 7pm) | Oct 10 (4pm – 7pm) |
| Oct 17 (4pm – 7pm) | Oct 25 (4pm – 7pm) |
| Nov 14 (4pm – 7pm) | Nov 5 (4pm – 7pm) |

Designated lead teachers will attend a three-hour session. School team



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participation is encouraged. Registration is online in the Learning Zone (<http://lz.lausd.net>). Search for “*Instructional Multimedia Cart Program*,” select a date and enroll.

As part of this program, a continuing series of professional development opportunities will be available to lead teachers and other interested classroom teachers. These professional development opportunities will focus on best practices and collaboration on media rich projects with other elementary school teachers District-Wide.

REFERENCES

For support and assistance, please refer to the District documents listed below.

- 2006 LAUSD Education Technology Plan (<http://www.lausd.k12.ca.us/lausd/techplan/>)
- REFERENCE GUIDE 1657.1: **Procedures for Obtaining IT Support and Repair for Various Electronic and Computer Equipment**
- BULLETIN 953.0: **Control of Site Equipment**

ASSISTANCE: For assistance or further information please contact For more information, contact Jean Sais, Specialist at jean.sais@lausd.net or Laurie Yen, Specialist at laurie.yen@lausd.net. You may also phone them at (213) 241-3837.