TIPS FOR COMPLETING THE 2009 ANNUAL MEDIA AND TECHNOLOGY REPORT

GCS Online Due date: May 1, 2009
Copy Due to LMS: May 6, 2009

What:

1. Count the number of computers at your school, including any that are waiting to be installed, any in repair, or any needing repair. If a loaner computer is "off premises", it is to be counted by the school to which it belongs.
2. Count each computer only once.
3. Count all stand-alone or networked desktop computers regardless of purchasing source (SIMS, Career Tech., Chapter 1, etc.)
4. Count any technology that is used in the Pre-K classrooms on this report.
5. DO NOT count Servers in Section 1. They are counted in Section 6.

How:

Instructional Columns:

1. Media Center:
All computers used in or checked out of the media center, except the media office.

2. Gen/Acad Clsrm & Lab columns:
Include all computers in non-career/tech classrooms and labs including those used by teachers, even if the computer is in their workroom.

3. Career/Tech Ed Clsrm & Lab columns:
Career Tech classrooms and labs are those where *officially designated* vocational education classes are held. All others are Gen/Acad.
Career Tech classes include: Agri Science, Air Cond Tech, Auto, Business, Commercial Art, Computer Eng Tech, Construction, Culinary Arts, Drafting, Electronics, Exploring Bsns and Mktg, Technology, Life Skills, FACS, Marketing, Masonary, Heavy Equipment, Medical Careers, Networking, Sci-Viz, TV Production.

Administrative Columns:

1. Office/SIMS:
If an office computer is used 50% or more of the time to run SIMS software, count it as an "Office: SIMS" computer. Otherwise count it as "Admin: Other." Most elementary schools have only one computer used for this purpose. Check with your school's SIMS Operator.

2. Media Center:
Include media office computers.

3. Admin/Other:
Include all computers located in offices including principals, guidance, SRO, and Cafeteria. Do not include computers in a specific teacher's 'office/workroom'. Count those in the Instructional columns as described below.

4. Teacher Dedicated/NCWise:
Count only those computers in a designated workroom/breakroom open to all teachers, There should only be a few listed per school.
All other teacher computers including those in teacher-specific workrooms are counted in the Gen/Acad Clsrm column.

ACES (usually) - Site Coordinators – Admin/Other
Group Leaders – Gen/Acad Clsrm