**Campus Rollout
Two Week Plan**

**Campus Meeting**

* Meet with principal to review implementation timelines
	+ Determine Teacher Training dates and times
	+ Schedule MLD Parent Informational Meeting
		- Edit and send home MLD Parent Informational Meeting flyer (provided on wiki)

**Teacher Training**

* Teacher overview of phone (45 min)
* Teacher overview Edmodo – set up class (in lab training 45 min)
* Teacher work with Edmodo and phone - Q and A (in lab 60 min)
	+ Other notes for teachers
		- Determine lead teacher - teachers nominate student “experts”
		- Share experiences from CE – determine classroom rules, procedures for charging – plan for battery life
		- Post MLD parent Wiki link on their class webpage
		- Phone issues/question refer to MLD team (name/phone numbers)
		- Review KMAC objectives - Determine first phone activity

**Host Parent Informational Meetings**

* 1. Create Agenda *(provided on wiki)*
	2. Review Parent Packet
	3. Address Curriculum
	4. Mobile Learning Device Responsible Use Guidelines *(provided on wiki)*
	5. Parent Technology Information (Lenny Schad)
		1. Safety Features
			1. How to Manage and guide students at home
			2. Parental Control of home WI-FI

**Campus Prepares Students for MLD** (45 min teacher lead discussions)

1. Mobile Learning Device Responsible Use Guidelines *(provided on wiki)*
	* 1. Review all MLD Student Code of Conduct and Responsible Use and Care Guidelines send home w/student for signatures
2. Classroom Rules and Expectations concerning MLD

**Integration Specialist MLD Team Assigns phone to student groups and homerooms**

1. IS prepares a list using info provided by Verizon ( phone number of device and ESN number)
2. Assign phones to classrooms

**Day one with Phones** – confirm that all student MLD RUG have been turned in

1. Pass out phones
	1. Un box - verify ESN number
	2. Students enter Contact information
2. Complete first day activity (to be prepared will be placed on wiki)

**Taking the MLD Home –**

1. Provide a guide for use and care at home (to be prepared will be placed on wiki)
2. Create a homework activity – (to be prepared will be placed on wiki)

**Recommendation:** 2 – 3 weeks after students have MLD host parent open house. Parents will have the opportunity to ask questions – teachers can demonstrate lessons on the MLD.