

To: Sixth Grade Teachers  
From: Victor Montemurro, Technology Staff Developer  
Date: October 30, 2001  
Re: Sixth Grade and Library/Middle School Computer Installation

Tom Strada, the P-M network manager, with the assistance of the Imperial technology support staff, will supervise the overall installation of the new sixth grade and library machines in the three middle schools. The intention is to do this work as quickly as possible with the least disruption to the flow of the classes. Tom will be communicate with the Principals and provide a timeline.

The removal and reassignment of older machines already in the classrooms and the storage, set-up, software installation of the new machines will require the cooperation and coordination of several groups: the teachers, the building computer aides, the custodial staff, and the Imperial technology support staff as well as the P-M technology office staff and the staff developer.

**REMOVAL:**

All machines in the sixth grade classrooms and library will be labeled, removed and reassigned. The computer aides and the staff developer will label and unplug machines.

The custodial staff will see to the moving of machines.

Eduquest machines with extended memory/CD ROM drives will reserved for use as stand-alone machines for use with Spanish software Juntos, or in the reading lab on the ICLAS network.

P 75's will be reserved for the keyboarding lab (temporary storage needs to be arranged). P 133's should be sent to the tech office. Some machines will be marked to be sent to Central Stores.

The last machines to be moved will be the NetVista machines (newest computers) that will be moved to various classrooms in the elementary schools.

**INSTALLATION:**

BOCES will deliver approximately forty computers (CPU's and monitors) to the loading dock in the custodial area of each building. As this is not a secure area, the computers and monitors will need to be moved immediately.

Monitors will be unboxed and moved to the sixth grade classrooms; CPU's will go to a computer lab where the Imperial technicians will work on the machines before installing them in the classrooms. One of the computer labs will be unavailable for a day or so as the computers are being readied.

Once the machines are "ghosted" with the new sixth grade software image, they will be delivered and set up in the sixth grade classrooms.

Also, new printers will be delivered to the sixth grade classrooms within a few weeks

Any questions, please see Vic Montemurro (vmontemurro@admin.pat-med.k12.ny.us)