

Elementary Teacher Tablets

FAQ - Spring 2018



As part of the 2016 Bond issue, teacher desktop computers are scheduled for replacement during the 2018-2019 school year. District leadership has determined that it is appropriate to provide elementary teachers with tablet computers to enhance mobility, productivity, and daily instruction. [Pending Board of Education approval in early May](#), we are excited to provide this technology to our teachers. This FAQ is designed to answer most initial questions, and updates will be provided as they become available.

What device is being provided?

The selected computer is a [Microsoft Surface Pro](#) (pictured above) running [Windows 10](#). It is faster and more powerful than your current desktop computer, and it has additional features such as inking, a detachable keyboard, and tablet mode. The device includes an Intel core i5 processor, 265 GB hard drive, and 8GB of ram.

How was this device selected?

The Technology Division was asked to identify several different laptop and tablet models for consideration. After much research and testing, four final models were selected for review. Curriculum Coordinators, IRTs, and a representative and diverse group of elementary teachers were asked to evaluate the device by participating in real-world teaching activities. Each device was scored using a rubric, and the Microsoft Surface Pro was the most preferred device among our sampling group.

What is inking?

Inking is the ability to use a stylus (or even your finger) to write on your screen. You can provide written feedback on student work, solve math problems while students watch, mark up screens, and more! The Microsoft Surface Pro has outstanding inking capabilities in nearly all its apps, including OneNote and Classroom Notebook. You can also ink on non-Microsoft apps such as Google Chrome. Inking is a revolutionary tool that changes the way students learn, and we are excited that inking can now be a part of your daily instruction. Also note that the devices in the laptop cart(s) in your building are being replaced this summer with laptops that also have inking capabilities. Similarly, many iPad apps are designed to ink digital content that can easily be moved from Windows to Apple platforms, so you and your students can share the digital inking experience.

Will a case be provided?

Yes. Technology is in the process of identifying and testing appropriate cases for your device.

What about iPads? Are they going away?

We are making no changes to the iPads at our elementary schools. Teachers and students will continue to use their iPads just as they do now. The devices are intended to replace the PC desktop computers at your teacher workstation.

Who gets the devices?

All certified elementary administrative and teaching staff who are currently provided a dedicated desktop workstation or docked laptop will receive a Microsoft Surface Pro. Other support positions, such as elementary IRTs will also receive these devices. Staff who work in multiple buildings will receive a device if their home building is an elementary school.

What stays? What goes?

The desktop tower will be going away, but your monitor, mouse, and keyboard will stay. Your new tablet also comes with a new dock. The dock includes 4 USB ports and inputs/outputs for audio and video so



that you can project your new device to the front screen, listen to music on your classroom speakers, use your current mouse and keyboard, have a second separate display on your monitor, use your USB devices, enjoy hard-wired (non-wireless) connection speeds, and even charge your device all at the same time with only a single cord connected to your laptop.

And no worries! Technology staff will set up your docking station for you so that everything works just as you want it!

What about USB Ports on the laptop?

The device itself has one USB port, which should be ample for flash storage or a peripheral device (such as external CD-ROM or DVD player) as needed. The dock we'll be providing has an additional 4 USB ports for anything you'd like to use while your Surface Pro is connected to the dock.

Does it have a CD or DVD player?

The Microsoft Surface Pro, like most newer devices, does not have a CD/DVD player, and this makes the device lighter and thinner. External CD-ROM drives may be used to play CDs and DVDs. If any district-required curriculum is available only on CD/DVD format, external CD-ROM drives will be provided to the building as needed. Technology will work with principals to ensure that an adequate number of external drives are available if needed.

What about the Second Step DVDs?

The Second Step curriculum currently available in DVD format is also available online using an activation key. Please see [instructions for activating your online Second Step curriculum kit](#). Teachers can [also log into their dashboard](#) to enter their activation key and access streaming media. Everything that is on the CD and DVDs is available on streaming media. Teachers may still use the CDs and DVDs in their classroom CD/DVD machines.

When will teachers get the Microsoft Surface Pro?

We anticipate all eligible staff will have their device on or before the first contract day in August of this year. Although we are not able to provide specific dates for specific schools, we are excited to put these in your hands as quickly as we can! Principals will be notified prior to scheduled replacement. Prior to leaving for summer break all staff with desktops or laptops must back up all files. Technology will not be able to recover the contents from your desktop computer after it is removed from your classroom.

How do I prepare my desktop for replacement?

Teachers will receive specific step-by-step instructions prior to their scheduled replacement. Preparing your desktop for replacement is simply a matter of doing the following four things:

1. Save any files located on your hard drive to a separate storage location such as OneDrive, Google Drive, Dropbox, your H: drive, a flash drive, or external hard drive.
2. Remove any peripheral devices such as flash drives, CD-ROMs, music CDs, or similar devices.
3. Save or note any browser favorites, fonts, software programs, or other digital content that you may want to load on your new machine.
4. Clear the physical area around your computer and remove any confidential, personal, or obstructing items.

How does this change my current technology?

Great news! The only thing that's going away is your old desktop tower. Everything else stays. The Surface Pro can be connected to your monitor, mouse, and keyboard and used just like you use your current desktop computer (except now you have two screens). You now have the option to use your computer at your desk, or you can take it with you wherever you'd like!

What Professional Development is being offered?

As part of our district purchase, Microsoft is providing free professional development to all elementary administrative and teaching staff. Our Technology and Learning Services divisions will be working with principals and Microsoft to deliver high-quality training and professional development so that you can maximize your instruction with your new computer.

All staff who receive Microsoft Surface Pros will attend one training session of their choice either during the summer or after their contract starts. Technology is finalizing the dates, times, and locations of the 40+ training sessions available. PD points will be available to teachers who choose to attend a summer session off contract.

We also encourage teachers to check out the resources located at the end of this document for more information on the Microsoft Surface Pro, Inking, and Windows 10.

Can I project my new computer through the projector?

Yes! You will be able to project from your Surface Pro through your projector when the device is connected to the dock (just as you can currently project from your current desktop computer). As we upgrade elementary projectors over the next two years, you'll also be able to project your Surface Pro wirelessly while walking around your classroom. The Apple TVs will remain in your classroom so that you can continue to project your iPad screen as well.

What accessories come with the Microsoft Surface Pro?

Your new computer will come with a case, Microsoft pen, a type cover (keyboard), power cord and adapter, and (separately) a Microsoft docking station. Although third-party pens/styluses (as well as your finger) will work great on your device, the Microsoft pen is optimized to work with your Microsoft Surface Pro. We ask that you keep track of your Microsoft pen to avoid losing it, but we know that it might happen. We will not replace your Microsoft pen if you lose it, but we will also not charge you for your pen if you turn in your device without it.

What if I break the device?

The same Employee Mobile Device Agreement that covers your iPad also covers your new computer. So, you can take your Surface Pro with you wherever you go with the same confidence you currently take your iPad! Technology worked very hard with ONEA and Professional Council to make sure our mobile device agreement is as teacher-friendly as possible because we want your devices to go wherever you do!

Does a Microsoft device mean I have to use Microsoft software?

No. Your current PC desktop and the new Microsoft Surface Pro will run the same software, websites, browsers, and other software you currently use. We invite and encourage you to explore Microsoft Office 365 as an outstanding set of tools designed for you and your students (your students have Office 365 logins, too), but these are not required and are not replacing any of your existing software tools.

Can I get my computer sooner rather than later?

We absolutely appreciate the enthusiasm many of our teachers will have for their new Microsoft Surface Pros, and we recognize that many eager "early adopters" are ready to jump in and try them out early. However, we must stick to our planned replacement cycle and provide devices to entire buildings at the same time rather than to some individual staff members in some buildings.

What about substitutes? Will they get devices?

We know that there may be times when teachers are absent, and their devices are not in the classroom. Each building will be provided with approximately 5 laptops or tablets that can be checked out to subs for the day.

Microsoft Surface Pro Resources for Teachers

As you prepare for your new device, please check out the following resources!



Introducing the Microsoft Surface Pro . . .

Meet Your New Surface Pro: <https://support.microsoft.com/en-us/help/4037230/surface-meet-surface-pro>

Introduction to Surface Pro: <https://www.youtube.com/watch?v=EK6gLNNUu-o>

Hands On the Surface Pro: <https://www.bing.com/videos/search?q=Surface+Pro+2017&view=detail&mid=FC62F5D5FE957A82B815FC62F5D5FE957A82B815&&FORM=VRDGAR>

Inking on the Surface Pro . . .

Inking: <https://education.microsoft.com/GetTrained/digital-inking-with-surface-pro>

Inking Lesson Plans - <https://onedrive.live.com/view.aspx?resid=91F4E618548FC60411637&ithint=onenote%2c&app=OneNote&authkey=IAKa9jsFc0X8vPzc>

Customizing the Surface Pen for Inking: <https://www.youtube.com/watch?v=EnKCBxT1cB4>

How to Convert Handwriting to Text in OneNote: https://www.youtube.com/watch?v=WHn_haY_WDw

OneNote and Surface Pro Magic Tricks (Hacks): <https://www.youtube.com/watch?v=En9NaKqtWIE>

Introduction to Windows 10 . . .

Windows 10 Beginner's Guide 2018: <https://www.youtube.com/watch?v=8d9FY3LpR4E>

Top 10 Hidden Windows 10 Features: <https://www.youtube.com/watch?v=YNvmq5qDHFY>