

Synergy Projects (formerly known as Classroom/Student/District Projects) are provincially facilitated projects designed to support teachers who wish to explore new and innovative ways to support student learning and participate in a professional learning network. Synergy projects are NOT counted in district service allocations, therefore can be applied for in addition to or instead of student/classroom solutions.

Please ensure the following project application and all five sections have been fully completed before submission. We are not able to review incomplete applications or those without signatures. For information regarding the specific project streams including technology bundle descriptions, application deadlines, design examples and participant responsibilities, please visit the applicable Synergy project area on the SET-BC website.

Documents completed/attached:

- Project application (Section 1,2,3)
- Key contact letter of understanding (Section 4)
- Signatures of district support (Section 5)

Section 1: Project Information

Project will support (select one):		<input type="checkbox"/> Student	<input type="checkbox"/> Classroom	<input type="checkbox"/> District		
Project Stream:		<input type="checkbox"/> Communication	<input type="checkbox"/> Thinking	<input type="checkbox"/> Personal/Social	<input type="checkbox"/> Literacy	<input type="checkbox"/> Math
Project Title:						
School:			District:			

Team Contact Information			
Name	Role	Phone number	email
Classroom Teacher/Team Lead			
School Admin			
District Partner			

District Partner has been informed of this application Yes No

Section 2: Project Overview

Project Description
Summary/vision:
Description of anticipated class/team:
Curricular Goals:

Team/classroom goals:	
Project Evaluation criteria:	
Projected project outcomes:	
Proposed Project Timeline	
Event/Action	Date
-Application submission	
-Project proposed start date	
-Project completion date	
-Project Outcomes report submission	

Section 3: Support Resources

Project Support Request
NOTE: Please refer to the Synergy Projects area of the SET-BC website (https://www.setbc.org/) for a description of the possible supports available for the particular project focus and stream. Requests should support the goals and project outcomes and should also reflect an understanding of the host district’s policies with regards technology acquisition if applicable.
Technology (if applicable): Please identify the specific technology bundle required to support your project from the available list.
Consultation: Please describe planning, support and implementation support you feel would be helpful for the project.
School / District Contribution
Please describe your school or district contribution (committed) to this project:
Additional Information:

Submit completed project proposal by email to: projects@setbc.org

DEADLINE: 4:30 pm (PST) May 12, 2017

Note: Proposals will be reviewed at the SET-BC Provincial Centre. All key project contacts will be contacted on or before May 31, 2017. Those teams we are tentatively able to support will be contacted to arrange a Collaborative Action Plan (CAP) teleconference to discuss the proposal and make final decision regarding requested supports

Section 4: Letter of Understanding

The following section describes the expectations of the project lead. By signing the following you are agreeing that you understand your responsibilities as part of this project and that your team:

- Understands that support requests stated in this application are considered proposals until the final provincial approval. Notice of approval will be provided in writing as part of the Collaborative Action Plan.
- Commits to the project timeline as outlined in your proposal for the upcoming school year.
- Will work collaboratively to accomplish your project outcomes.
- Will actively contribute to the provincial project community through resource contribution and sharing.
- Participate in regularly scheduled provincial project participant meetings as scheduled.
- Provides regular and ongoing reports on your project’s progress using a blog.
- Distributes, collects and submits consent forms for SET-BC to share photos of students and their work on the SET-BC website.
- Understands that the equipment is on loan to the school district for the current school year which is the duration of the project and as such the following applies:
 - The district’s Technology Acceptable Use Policy will be applied.
 - The equipment will be cared for and secured as if it were district property.
 - The district will provide network access, printer and scanner access, antivirus software, educational software/ apps, adapters (e.g. iPad to projector, etc.), storage, power management tools (e.g. charging stations, power bars, extension cords), word processing and other productivity software as needed by the project team.
 - District IT will provide primary user support for troubleshooting and liaise with SET-BC Technical support as needed regarding maintenance or repair of loaned equipment.
- Understands that SET-BC is the owner of any loaned equipment and that upon the project team’s successful completion of the project outcomes as determined by SET-BC, the ownership of the equipment will be transferred to the school district. If the project team is unsuccessful in meeting the project outcomes, the equipment will be returned to SET-BC by the end of the project year.

Team Lead
Name:
Email:
Signature:
Date:

Section 5: Signatures of District Support

This section is to be completed by the persons listed in the signature boxes below. By signing the following, district staff at School District # _____ in _____ agree that:

- Support requests stated in this application are considered proposals until the final provincial approval. Notice of approval will be provided to the team in writing as part of the Collaborative Action Plan.
- They have read the attached project proposal.
- They support the project and will provide the necessary preparation, collaboration and release time for the educators involved.
- the equipment is on loan to the school district for the current school year which is the duration of the project and as such the following applies:
 - The district’s Technology Acceptable Use Policy will be applied.
 - The equipment will be cared for and secured as if it were district property.
 - The equipment will be permitted into the IT environment of the district or a separate one will be provided for the project team to access wi-fi and printing in the school.
 - District IT will be flexible in its support in order to accommodate the project’s proposed outcomes. (e.g. Deep Freeze; IT will work with educators in configuring the systems so as not to prohibit the functionality of programs for use with project.)
 - The district will provide network access, printer and scanner access, antivirus software, educational software/ apps, adapters (e.g. iPad to projector, etc.), storage, power management tools (e.g. charging stations, power bars, extension cords), word processing and other productivity software as needed by the project team.
 - District IT will provide primary user support for troubleshooting and liaise with SET-BC Technical support as needed regarding maintenance or repair of loaned equipment.
- SET-BC is the owner of the loaned equipment and that upon the project team’s successful completion of the project outcomes as determined by SET-BC, the ownership of the equipment will be transferred to the school district. If the project team is unsuccessful in meeting the project outcomes, the equipment will be returned to SET-BC.

School Principal	District Special Education Administrator	District IT Manager
Name:	Name:	Name:
Email:	Email:	Email:
Signature:	Signature:	Signature:
Date:	Date:	Date: