

<input type="checkbox"/> Tier 1 Pro D	<input type="checkbox"/> Tier 2 Training	<input checked="" type="checkbox"/> Tier 2 Classroom Solution	<input type="checkbox"/> Tier 3 Training	<input type="checkbox"/> Tier 3 Student Solution
<b>Name of Service (classroom/student/training)</b>				
Integrating iPad Technology into Grade 7 Social Studies				
<b>School District</b>			<b>Service Location (school/location)</b>	
SD#4 – Central Valley			Central Valley Middle School	
<b>CAP Meeting Date</b>			<b>CAP Meeting Format</b>	
November 4, 2016			<input type="checkbox"/> F2F <input checked="" type="checkbox"/> Distance	

<b>Meeting Participants</b>			
<b>Name</b>	<b>Role</b>	<b>Email</b>	<b>Phone Number</b>
Joe Cash	SET-BC CAP Consultant	<a href="mailto:joe@setbc.org">joe@setbc.org</a>	604-555-5555
Jane Doe	Classroom Teacher (Key Contact)	<a href="mailto:jdoe@sd4.bc.ca">jdoe@sd4.bc.ca</a>	604-555-5555
Cathy Franklin	Principal	<a href="mailto:cfranklin@sd4.bc.ca">cfranklin@sd4.bc.ca</a>	604-555-5555
Sarah Thompson	Learning Support Teacher	<a href="mailto:sthompson@sd4.bc.ca">sthompson@sd4.bc.ca</a>	604-555-5555
John Jones	Educational Assistant	<a href="mailto:jjones@sd4.bc.ca">jjones@sd4.bc.ca</a>	604-555-5555

<b>District / School Team to Receive Service(s)</b>
<b>General Description of Team / Class / Student (snapshot)</b>
Grade 7 class – 29 students – 6 on IEPs – many written output issues – teacher platoons with other Grade 7 class – Jane Doe teaches SS/LA – Sam Becker teaches Math/Science – classroom has two Mac desktop computers at the back of the classroom as internet research station – class also accesses school Mac lab for writing assignments regularly (using MS Word primarily) – many students not motivated to write and/or are writing at Grade 3-4 level – one student has significant written output issues (functioning at emergent literacy level – supported in class by EA) – teacher has Macbook and projector for instruction – school has wifi throughout (usually stable) – district supports iDevices and is just starting to look at BYOD for high school
<b>Baseline (level of knowledge/skill, strategies/interventions in tried/in place, existing access to technology)</b>
Team Teacher is regular technology user (uses Macbook for instruction, has a class blog where assignments/notes are posted) and has personal iPad – student current use of technology primarily MS word in labs to type out assignments and use of two desktops in classroom for internet research (student schedule 30 minute blocks on computers) – EA is new to school but interested in using technology with the student he is supporting.

<p>Student(s) Grade 7 – Mixed ability – many with mild to significant written output issues – one at emergent literacy level – current written output of many students is very limited (research reports are short, lack depth, have many grammar and spelling issues) – students highly unmotivated to edit their own writing – writing assignments often not submitted on time.</p>
<p><b>Goal(s) for Training and/or Technology Support</b> (for service year)</p>
<p>Curricular goals (see also Tier 2 CBS application)</p> <ul style="list-style-type: none"> <li>• Improve the overall quality of students' written SS research projects and assignments (more complex sentence structure, more detailed, more conventional spelling and grammar)</li> <li>• Increase the percentage of SS research project and assignment completion and submission</li> <li>• Increase student motivation for editing written work</li> <li>• Increase the level of student independence when completing SS research projects and assignments</li> <li>• Students able to select apps from those available to complete projects and assignments</li> <li>• Student technology use appropriate for given written tasks</li> </ul>
<p><b>Service Evaluation Plan</b> (how will the team know if goals have been met?)</p> <ul style="list-style-type: none"> <li>• Quality of research projects and written assignments improved (project samples pre-tech solution comparison to post-tech solution)</li> <li>• Students independently completing writing assignments with reduced prompting required for most students</li> <li>• Students self-selecting appropriate apps for projects and assignments (student interviews on use of iPad technology)</li> <li>• Overall motivation to edit and complete written assignments improved (teacher/EA observations)</li> </ul>
<p><b>Description of Service(s) Requested – Details</b></p>
<p><b>Approved at Provincial Review</b> Classroom Based Solution integrating iPads into the classroom for a Grade 7 classroom.</p>
<p><b>Service Description</b> <input type="checkbox"/> Single Day <input type="checkbox"/> Multi Day <input checked="" type="checkbox"/> As Scheduled During Service Year (T2 CBS/T3 Student) Loan of iPads with writing support apps, team training on set up and use of iPads, team training on use of writing apps (Co:Writer and Firefly), co-teaching of apps for initial technology introduction, regularly scheduled implementation and training support as needed, facilitation of networking with other teachers in province who are using iPads to support research projects</p> <p>Initial training session – managing iPads, built in iPad accessibility, use of Co:Writer app, use of Firefly app Initial co-teaching topic/unit – research projects on Ancient Egypt</p>
<p><b>Requested date(s)/times(s)</b></p>
<p>Initial classroom observation, training, co-teaching – October 3, 2015 Follow up implementation - TBD</p>

Participants / Attendees	Format
Audience (teacher/EA/admin): Jane Doe, John Jones, Sarah Thompson Estimated Number: 3	<input checked="" type="checkbox"/> Face to Face (initial observation, training, co-teaching) Follow up implementation support (online or f2f) <input checked="" type="checkbox"/> Online (networking facilitation)

Technology Loan Requested (if applicable)	Ship to (Name, School, Address, Phone Number)
<input type="checkbox"/> Short Term Loan <input checked="" type="checkbox"/> Long Term Loan <input type="checkbox"/> N/A <ul style="list-style-type: none"> <li>• 7 iPads</li> <li>• 7 Targus Cases</li> <li>• 14 Co:Writer apps</li> <li>• Tech Tub charging station</li> </ul>	Jane Doe Central Valley Middle School 5678 Second Street, Pleasantville, BC A1B 2C4 (604)-555-5555

Service Provision Agreement	
SET-BC and School / District Service Commitment	
SET-BC works in partnership with school districts to provide effective technology services and solutions. Successful delivery and implementation of services and solutions requires a coordinated effort on the part of all team members.	
During the service year, <b>SET-BC</b> provides: <input checked="" type="checkbox"/> Consultation and technology service planning support <input checked="" type="checkbox"/> Loan of technology solutions to school districts (if applicable) <input checked="" type="checkbox"/> School/district team training <input checked="" type="checkbox"/> Implementation support and resources <input checked="" type="checkbox"/> Technical support to maintain and repair SET-BC loaned equipment <input type="checkbox"/> Other _____	During the service year, <b>the School/District team</b> provides: <input type="checkbox"/> Release time as required for consultation, planning meetings, and training activities <input checked="" type="checkbox"/> Peripheral devices and consumable items as required to support implementation of technology loans (power supply and cords as needed) <input type="checkbox"/> Access to school / district educational software required <input checked="" type="checkbox"/> Security for SET-BC loaned technology <input type="checkbox"/> Team access to online information, training, and student resources <input checked="" type="checkbox"/> Other: any adaptors required (eg. iPad to teacher laptop, iPad to projector for sharing student projects, etc); 7 iPads with cases, Firefly apps for 14 iPads; student email accounts; classroom wifi for Internet and printing access.

Additional Service Implementation Notes
Jane to contact District IT to discuss Student email accounts, classroom wifi access, and file management and printing requirements.

Jane will also set up class Dropbox account for assignment submission.

### Supporting Documentation

DSC    Other    N/A

- Original Tier 2 Classroom Based solution application to district

*The services described in this CAP are subject to the terms of service for SET-BC services as per the SET-BC District Request for Service (DRFS) document for the current school year, which must be signed by the appropriate district administrator before these services can proceed.*

SAMPLE