

Request Date:	SET-BC Service Coordinator:
District #:	District Name:

District Team Members Present at the Meeting (add more rows if needed):

Team Member Name	Role/Position in District	Email
	SET-BC Service Coordinator	
	SET-BC District Partner	
	District Administrator	
	District IT Administrator	
	District Pro-D Coordinator	

District Team Members Not Present at the Meeting (add more rows if needed):

Team Member Name	Role/Position in District	Email

District Profile

	Tier 2 Classroom Solutions	Tier 3 Individual Student Solutions
2015/2016 Allocations Used		
2016/2017 Allocations		

Summary of Services Facilitated and/or Delivered in Previous Year (provided to district team by SET-BC service coordinator)

- List of Tier 1 Professional Development Activities
- List of Tier 2 Training Activities
- List of Tier 2 Classroom-based Solutions Supported
- List of Tier 3 Training Activities
- List of Tier 3 Students Supported
- List of Equipment (EOS/transfers-see addendum)

Notes:

Tier 1 Professional Development Request 2016-17

** Listed in order of priority – add / remove charts as required

Name of Service		Description (thumbnail)	
Date(s) requested	Key Contact Name	Email	Phone Number
<input type="checkbox"/> Firm <input type="checkbox"/> Flexible			
SET-BC Provincial Centre Use	SET-BC Consultant		

Name of Service		Description (thumbnail)	
Date(s) requested	Key Contact Name	Email	Phone Number
<input type="checkbox"/> Firm <input type="checkbox"/> Flexible			
SET-BC Provincial Centre Use	SET-BC Consultant		

Tier 2 Training Request 2016-17

** Listed in order of priority – add / remove charts as required

Name of Service		Description (thumbnail)	
Date(s) requested	Key Contact Name	Email	Phone Number
<input type="checkbox"/> Firm <input type="checkbox"/> Flexible			
SET-BC Provincial Centre Use	SET-BC Consultant		

Name of Service		Description (thumbnail)	
Date(s) requested	Key Contact Name	Email	Phone Number
<input type="checkbox"/> Firm <input type="checkbox"/> Flexible			
SET-BC Provincial Centre Use	SET-BC Consultant		

Tier 2 Classroom-Based Solution Request 2016-17

** See Annual Tier 2 Allocation – add/remove charts as required

Name of Service (Classroom-Grade/School)		Classroom Snapshot (thumbnail)	
Service Goals	Key Contact Name	Email	Phone Number
SET-BC Provincial Centre Use	SET-BC Consultant		

Tier 3 Training Request 2016-17

** Listed in order of priority – add/remove charts as required

Name of Service		Description (thumbnail)	
Date(s) requested		Key Contact Name	Email
<input type="checkbox"/> Firm <input type="checkbox"/> Flexible			Phone Number
SET-BC Provincial Centre Use	SET-BC Consultant		

Tier 3 Student-Based Solution Request 2016-17

** See Annual Tier 3 Allocation – add/remove charts as required

Name of Service (Student)		Student Snapshot (thumbnail)	
School		Demographic information	
		Student has received prior SET-BC services <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Has equipment been trialed previously <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Student Profile Document available <input type="checkbox"/> Yes <input type="checkbox"/> No Grade in 2016-17: Other:	
Service Goals		Key Contact Name	Email
			Phone Number
SET-BC Provincial Centre Use	SET-BC Consultant		

Additional Planning Notes
<input type="checkbox"/> Devices supported in the district (Mac/PC/iPads, etc) <input type="checkbox"/> Infrastructure <input type="checkbox"/> Special shipping instructions (please specify) <input type="checkbox"/> Other

Amendments

SET-BC Provincial Centre Use: Provincially Reviewed

District SET-BC Service Agreement

School District #_____ requests training, classroom, and student services, as described elsewhere in this document, from SET-BC for the school year 2016 to 2017 and agrees to the following terms for all services to be delivered by SET-BC: (See notes on the following page for a full explanation of the terms of service)

District Will Provide Appropriate Access to Student Information ¹	Initial:	<input type="text"/>
District Accepts Financial Responsibility for Loaned Equipment ²	Initial:	<input type="text"/>
District Will Provide Technical Support for Loaned Equipment in Cooperation with SET-BC ³	Initial:	<input type="text"/>
District Agrees Loaned Equipment is for Educational and School Use Only ⁴	Initial:	<input type="text"/>
District Will Facilitate Access to Resources and Training ⁵	Initial:	<input type="text"/>
District Will Provide Feedback and Reporting ⁶	Initial:	<input type="text"/>
District Will Maintain and Enforce Standards for Appropriate Use, Privacy and Compliance with FIPPA ⁷	Initial:	<input type="text"/>
District Agrees to Accept Ownership of Equipment that is Transferred at Conclusion of Services ⁸	Initial:	<input type="text"/>

I hereby agree to the terms of service as described above and further described in the notes on the following page for all services requested of SET-BC by School District #_____ for the school year 2016 to 2017

School District Administrator Signature

Name (please print)

Date

Terms of Service

1. The school district assures SET-BC that it has received explicit and appropriately documented permission from the parents or guardians of all students who are to receive SET-BC services under this request to share with SET-BC such information as may be necessary to effectively deliver SET-BC services, which may include but is not limited to students' names and other identifying information, and details of students' abilities and educational needs.
2. The school district agrees that SET-BC is the owner of all equipment loaned from SET-BC, and loaned equipment is under the care of the district. The district accepts financial responsibility for all equipment loaned from SET-BC and will reimburse SET-BC for any equipment that is lost, stolen or negligently damaged while on loan from SET-BC.
3. The school district agrees to provide IT support to computer equipment loaned from SET-BC and to integrate such equipment into its existing IT environment. The school district agrees to work in partnership with SET-BC to provide technical support for the use of equipment loaned from SET-BC. The district agrees that SET-BC's role in the partnership is to provide support for all loaned computer hardware, and support for all software that is provided by SET-BC, and that the district's role is to provide all other support that may be needed in order to successfully implement the intended student or classroom solution, which may include but is not limited to, provision and support of network and Internet access, provision of services such as printing, provision of backup services for student data, and provision and support of any required general-purpose software such as productivity software or virus protection and security software.
4. The school district agrees that all equipment loaned from SET-BC is intended for use in schools and for educational purposes. The school district agrees that if students or staff are permitted by the district to take SET-BC equipment home or otherwise remove it from district property, it understands that SET-BC does not provide technical, resources, or training support for the use of the equipment in non-school situations and that the provision of such support is a school district responsibility.
5. The school district agrees to provide such release time, facilities, logistical support, and IT support as is required by the training events and classroom projects requested, and to coordinate the planning and delivery of these services with SET-BC.
6. The school district agrees to provide to SET-BC such feedback and reporting information as may be required from time to time in order for SET-BC to effectively plan and develop its services, and to meet its reporting obligations to the Ministry of Education.
7. The school district agrees to ensure that all computer equipment loaned to it by SET-BC will be used by students and staff in accordance with the district's existing policies regarding student privacy, acceptable use, and compliance with the BC Freedom of Information and Protection of Privacy Act.
8. The school district agrees that if, by mutual agreement, equipment loaned from SET-BC is subsequently transferred to the district, the transfer represents an irreversible transfer of ownership of the equipment from SET-BC to the district and that SET-BC has no further obligation to provide technical, resources, or training support for transferred equipment. The district further agrees that transferred equipment will continue to be used in the district for the educational purposes for which it was originally intended and will not be repurposed for other district uses and will not be donated or sold to other parties. The district agrees that equipment that is proposed for transfer but that it deems to be unsuitable for transfer will be returned to SET-BC.