



**TO:** All Principals  
**CC:** SIO's, Education Technology, ITSS Help Desk, i21 Implementation Team  
**FROM:** Darryl LaGace, Chief Information & Technology Officer  
**DATE:** April 16, 2010  
**RE:** Netbook Redistribution to Other i21 Classrooms

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Questions have arisen regarding the reallocation of Netbooks to i21 classrooms that are above the student Netbook allocation ratio of 1:25 for 3<sup>rd</sup> grade and 1:34 for 6<sup>th</sup> and 9<sup>th</sup>-12<sup>th</sup> grade math. Many principals have asked if Netbooks from i21 classrooms that have students under the allocation ratio may only be redistributed to other i21 classrooms which are over the allocation number. The answer is yes.

Example:

"I have an i21 classroom for intervention math that has a maximum number of students for the day that does not exceed 27 students. The classroom was allocated 34 Netbooks. Can I distribute the extra 7 Netbooks to supplement other i21 classrooms at my site that exceed 34?"

Answer:

Yes. You may use the extra Netbooks that are over the maximum number used in a particular i21 classroom to supplement other i21 classrooms where there is a shortage. However, for inventory tracking purposes, at the end of the school year, these Netbooks must be returned to the classroom cart where they were originally assigned.

**Please note:**

- Netbooks must be returned to the original classroom cart at the end of the school year. Please make this part of your year-end school site checklist.
- There can only be a maximum of 38 Netbooks stored in a cart due to electrical limitations. Additional Netbooks beyond 38 can be stored and charged in the locked AV cabinet that was installed as part of the i21 classroom.
- The principal must approve Netbook redistribution and must keep a master inventory list of movement of the Netbooks. Attached is a spreadsheet template provided for this purpose called **Netbook Redistribution Master List**.
- The original computer label must remain on the Netbook and cannot be covered over.
- The printer in the "new" classroom will need to be added on the Netbook once the computer has been moved. This will have to be done by the student. See attached **job aid**.
- Each computer move must be documented on the **Netbook Redistribution Form** (see attached) and a copy must be stored in the originating room's cart and also in the destination room's cart.