

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Division of Instruction - Instructional Technology Initiative

TO: Principals at Schools with Shared-Use Devices **DATE:** August 2, 2017

FROM: Sophia Mendoza, ITI Director
Josie Alejo, Director of Information Technology, Asset and Software Compliance

SUBJECT: APPLE TV DISTRIBUTION FOR USE WITH SHARED-USE DEVICES

This communication is to inform you that the District will be providing a one-time delivery of an Apple TV (or Apple TVs in some cases) to use with the shared-use (formerly known as testing) devices provided for your school site.

The Apple TVs will be updated and optimized to connect to the LAUSD network. Please note that future updates will be a school site responsibility and lost or stolen Apple TVs will not be replaced.

The integrator, Arey Jones, will deliver the Apple TVs beginning in early August, 2017.

Along with each Apple TV, the school will receive:

- Installation of one Apple TV to a designated large LCD monitor or projector
- A VGA cable adapter for the Apple TV connection, a power cable and a remote
- In the event the school receives more than one Apple TV, printed installation instructions will be included in the delivery. An online installation video will also be produced and will be available mid-August

A designated point of contact must be selected and must be present and available on the scheduled day of delivery to direct the technicians where the Apple TV is to be installed and to accept delivery of any additional Apple TVs (if provided).

The Principal or a designee will need to sign-off on the delivery and installation. If a school receives more than one Apple TV, the Principal may decide where to place the device(s) in order to achieve the optimal instructional goals however, installation will be the responsibility of the school. The integrator may, on request, provide a quote for installation of additional Apple TVs. This cost will be the responsibility of the school and installation of additional Apple TVs at the school will be scheduled for a later date. .

If you have questions regarding instructional use of these Apple TVs, please contact Sophia Mendoza at sophia.mendoza@lausd.net or (213) 241-5532. For questions regarding device inventory, please contact Asset Management at ITAssetMgmt@lausd.net or (213) 241-3023.

c: Frances Gipson, Ph.D.
Shahryar Khazei
Local District Superintendents
Administrators of Instruction