



Program Guide

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What is the C3 IGNITE Program?

The C3 IGNITE began in 2016 as a program in which schools can apply for and receive T-Mobile enabled and network connected iPad devices to bridge the equity gap in all Archdiocesan schools. The C3 IGNITE Program has deployed over 42,000 fully internet enabled iPad devices to more than 182 Catholic schools in the Archdiocese of Los Angeles since its inception 2016. Today, all the devices are T-Mobile network connected. The value of these devices, with full internet access, exceeds \$80 million dollars. The devices are not only used as classroom tools by school staff and students for their learning projects, research, and homework, but the devices can be taken home and used in residences that don't have internet access as a mobile hotspot and a T-Mobile network connected device, to enable access for both students and their families. Schools enrolled in the C3 IGNITE program are also provided free professional development and technical support for all school staff from a dedicated *Designed for Learning Team*, as well as support from the *T-Mobile C3 IGNITE Support Team*, to help school staff learn how to manage, utilize, and maintain their devices.

Who is eligible to participate in the C3 IGNITE Program?

Any Parish, Archdiocesan, or Private Catholic elementary or high school in the Archdiocese of Los Angeles, that meets Archdiocesan standardized school Internet_broadband infrastructure requirements, either through a C3 E-Rate Consortium or the equivalent, is eligible and encouraged to participate in the C3 IGNITE program.

Infrastructure & Connectivity Requirements

C3 IGNITE participating schools are required to meet and maintain the following minimum infrastructure and connectivity standards during their participation in the C3 IGNITE program:

1. Apply for and receive a California Teleconnect Fund discount designation.
2. Apply for and receive E-Rate Category 1 Internet Service discount grants.
3. Have and maintain a C3 Category 2 Consortium school Infrastructure (or an equivalent Archdiocesan recommended standards school network, verified by an ADLA Resource Specialist at the school site. This ensures that the network bandwidth/capacity at the school site is capable of supporting the number of C3 IGNITE devices deployed in the school, as well as any legacy school hardware included in the program.
4. Have in place appropriate school administrative and technical support for the daily management of the network and devices. This support can be provided by school staff and/or a contracted support provider.

Program Requirements

As a condition of receiving a C3 IGNITE device grant, participants are expected to plan and budget for the following Ignite Program incurred costs:

- iPad protective cases for each device
- Adequate device charging equipment
- Secure storage for devices
- Repair or replacement of out-of-warranty devices that are damaged, lost or stolen
- Replacement of “end-of-life” devices no longer useful at the school
- Instructional software and pedagogical resources to integrate the devices into the teaching/learning environment and curriculum of the school.

Program Expected Best Practices

School Administration

- Each C3 IGNITE school principal is expected to participate in scheduled on-site and off-site meetings to discuss the program, promote collaboration, and share best practices.
- Principals are expected to be available to discuss their C3 IGNITE participation with the C3 staff, and with other staff, as appropriate, to assist in the distribution, maintenance, and operational processes, procedures, and usage requirements.
- Schools are expected to participate in on-line and in-person progress surveys to assess and further develop and improve the C3 IGNITE Program.
- To empower access and appropriate usage of devices by students and families at school and at home, schools should review their iPad program and explain requirements at a parent information and forum meeting (can be included as part of the

CIPA compliance meeting), to insure family education and effective and safe usage of devices in the home. These meetings should also discuss required CIPA compliance.

- School educators are expected to participate in professional development readiness training prior to and after device deployment, designed to prepare teachers to better integrate technology into the school to support teaching and learning. Training is customized to the needs of each school and their teachers and will incorporate formative assessment strategies in alignment with Core Instructional Practices (CIP). Schools are expected to plan for professional development with the *Designed for Learning Team* and to communicate and cooperate in order to schedule necessary times with the professional development team staff.
- Schools need to be familiar with C3 IGNITE support teams, ticketing, and resources.
- Schools need to be familiar with the C3 IGNITE Warranty Policy and Process.
- Schools are expected to correspond with C3 IGNITE Support Teams in a timely manner.
- Schools must designate an administrator (Principal or Tech Lead) who is assigned to manage and administer the C3 IGNITE program at the school, and to oversee and be responsible for all necessary elements and responsibilities required for optimum utilization of the C3 IGNITE resources. These responsibilities should include:

Device Administration Required

- Maintain an accurate, up-to-date school device Inventory.
- Ensure all devices are properly protected with adequate cases as required by warranty coverage.
- Ensure all C3 IGNITE devices, granted and/or purchased through the Archdiocese Online Store, are actively enrolled in Workspace One to maintain device integrity and security, connectivity, and active service utilization.
- Ensure all C3 IGNITE devices, granted and/or purchased through the Archdiocese Online Store, are active with T-Mobile LTE Connectivity.
- Ensure all iPad devices are up to date with current Apple iOS operating systems to protect students, and to ensure device and school network security and integrity.
- Report Lost/Stolen or broken non-use devices within 30 days for possible warranty replacement.
- Ensure secure and adequate in-school storage and charging equipment for devices.

Mobile Device Management – Apple School Manager (ASM) and Workspace One (WS1)

- School Administrators are expected to:
 - Maintain active ASM and WS1 Logins
 - Complete Introductory ASM and WS1 Training
 - Advise C3 IGNITE Support teams of any changes to School Administrators

Family Communications

- Schools are expected to conduct parent information meetings as a forum to enhance family education and to ensure safe usage of devices in the home.
- Utilize AUP / MOU / Digital Citizenship Documents for family responsibility education.

C3 IGNITE Resources

C3 Program Website

- C3 IGNITE Resource Site: <https://c3.la-archdiocese.org/ignite>

C3 IGNITE Support

- C3 Support Center*: [C3 Help Desk \(la-archdiocese.org\)](https://help.la-archdiocese.org)
 - ***ACES/la-archdiocese.org account required for access**
 - For troubleshooting, training, and administrative support submit a ticket through:
 - *Help Topics:*
 - C3 IGNITE | Apple School Manager (ASM)
 - C3 IGNITE | Device Warranty
 - C3 IGNITE | General Question
 - C3 IGNITE | How To/Instructional
 - C3 IGNITE | iOS Updates
 - C3 IGNITE | New to Program
 - C3 IGNITE | Troubleshooting
 - C3 IGNITE | Workspace One (WS1)
- C3 IGNITE Support Contact
 - For general program inquiries, email C3 IGNITE Support: C3IGNITESupport@la-archdiocese.org

ADLA Online Store

- Schools can purchase additional T-Mobile Connected iPads directly through the ADLA Online Store. All devices include C3 IGNITE provisioning, Mobile Device Management Services (i.e., Workspace One), T-Mobile LTE Data and Hot Spot, and the C3 IGNITE Warranty.
<http://store.la-archdiocese.org/>

C3 IGNITE Documents

- **Warranty Policy:** [Warranty Policy](#)
- **AUP:** Refer to ADLA Handbook
- **Digital Citizenship:** <http://archla.org/485>

IMPORTANT NOTICE:

Schools may apply to participate in the C3 IGNITE Device Distribution Program more than once, however, preference will be given to schools that have not previously participated or who have underserved student enrollments with electronic device needs. Annual C3 budgets determine grant opportunities and projects will vary each year. C3 IGNITE does not expect to supply or replace devices that become obsolete and are no longer usable at IGNITE schools.

Budget for these replacements should be planned for and set aside by individual schools.

Failure to meet C3 IGNITE grant requirements, expectations and expected best practices could make a school ineligible for future additional C3 IGNITE grant opportunities. Additionally, school grant devices could potentially be redeployed elsewhere for other use in the Archdiocese.