



iteea.org

(SCHOOL NAME)
Engineering byDesign™
Network School Agreement and Application - Consortium State

Thank you for your interest in the *Engineering byDesign™* Standards-based Model Program.

The STEM Center for Teaching and Learning's™ *Engineering byDesign™* (EbD™) program is a PreK-12 solution for states, school districts, and schools wanting to deliver an engineering/technological literacy curriculum through science, technology, engineering, and mathematics (STEM.) The EbD™ Network now includes over 1000 participating schools and over 2000 teachers worldwide. The *EbD™* Network links schools and teachers who believe that *the ingenuity of children is untapped unrealized potential which, when properly motivated, will lead to the next generation of engineers, innovators, designers, and technologists.*

ITEEA's STEM Center for Teaching and Learning™ has developed the only standards-based national model for Grades PreK-12 that delivers *Technological and Engineering Literacy*. *Engineering byDesign™* is a national *Model Program* that was developed with the collaboration and leadership of a consortium of states, ITEEA Institutional Members, and the Science, Mathematics, and Engineering Community. The model is built on *Standards for Technological Literacy* (ITEEA); *Next Generation Science Standards (NGSS)* and *Common Core State Standards*. Using a constructivist model, students participating in the program learn concepts and principles in an authentic, problem-based environment. Using an Integrative STEM focus, students are prepared to be technologically and engineering literate by Grade 12.

We hope that you will consider joining the "Network" and bringing technological and engineering literacy to students while achieving higher gains in all aspects of the school program. The attached Agreement and Application is one way to ensure that the teacher, school, and district are collectively able to fully utilize a standards-based program for curriculum, instruction, and assessment.

Please complete the entire form. Page 4 requires a Superintendent's signature along with signature of CTE Directors/STEM Supervisors or designees. A copy of page 8 should be completed by the participating school and teachers. Once complete with signatures, it can be submitted electronically (pdf files only) to ebd@iteea.org. If faxing the completed signed agreement, please use "super-fine" resolution so that the agreement is received in readable condition.

Upon receipt of the signed Application, you will be notified of acceptance via email. Once a purchase order is received for the fee, users will have full access to the materials. Email correspondence will follow to the school's lead teacher and convey *important enrollment information* for the *EbD-BUZZ™*. Should you have any questions, please don't hesitate to contact ebd@iteea.org.

Sincerely,

STEM Center for Teaching and Learning™ Team.



Agreement and Application

Engineering byDesign™ Network School Agreement (EbD™) (Consortium)

This Agreement between _____ (School Name) of the
_____ (School District) located in _____ (City, ST)

and the **International Technology and Engineering Educators Association's (ITEEA's)** STEM Center for Teaching and Learning™ (STEM CTL™), Reston, Virginia, will serve to identify what each party is expected to perform over the time that the school is a member of the *EbD™ Network of Schools*.

The School agrees to the following stipulations as part of the Agreement:

1. **Curriculum:** As part of the Agreement, each teacher at the school is provided unlimited access to the EbD-BUZZ™ for the MediaRichedition™ (MRe) course guides. EbD™ Network schools and teachers agree to follow the scope and sequence for the course and to deliver the content using the Units and Lessons contained within the model Course Guides without modifications. The Agreement includes the most recent version of the curriculum. Middle school teachers use the EbD™ Online Assessment to determine which units to teach in shortened time periods (4, 6, 9, or 12 weeks.)
2. **Instruction:** As part of this agreement, teachers from each Network School will be provided professional learning opportunities to ensure that the content within the Units and Lessons are delivered consistently. This will include a range of opportunities that are synchronous (real-time) and asynchronous (electronic). *EbD™ Network Teachers* agree to become actively engaged in these opportunities.
3. Every effort will be made to have the EbD™ teacher(s) attend the ITEEA Annual Conference and participate in sessions designated for the EbD™ Network. These sessions are essential to the value-added components of the Network and for classroom instruction. As part of the Agreement, the teachers from the Network school will be invited to the preconference workshops, and receive two complimentary seats in an EbD Lab of choice. (Travel and registration to be provided by school/district.)
 - a. While it is highly advantageous for teachers to participate in the face-to-face training at conference, economic conditions may limit this participation.
4. Course access in EbD-BUZZ™, the online course management system, is granted annually for the term of July 1 - June 30 and automatically renews each fiscal year for existing EbD-BUZZ™ teachers who have administered pre- and post- assessments. Staff access changes will be communicated annually to EbD-BUZZ™ Technical Support between July 1 and August 31, and thereafter as needed. **The ITEEA STEM Center for Teaching and Learning™ does not guarantee the storage of course data beyond a given single access year.**
5. **Using the EbD-BUZZ™ Assessment:**
 - a. The purpose of the EbD-BUZZ™ assessments is to provide student data/information for teachers that inform their daily classroom instruction.
 - b. The STEM CTL™'s goal is to deliver uniform and equitable testing environments. For assessments to yield fair and accurate results, the assessment must be administered in consistent and standardized conditions. The best way to ensure that this occurs is for all teachers and administrators to understand and recognize acceptable and unacceptable practices. **As part of this agreement, users agree that it is a violation of test security for an individual to:**
 - i. Give examinees access to secure test items or materials before testing.
 - ii. Create "fake" student accounts for which the teacher can access the assessments.
 - iii. Copy or reproduce all or any portion of any secure test screen.
 - iv. Use mobile phones, electronics, or digital devices by test administrators, proctors, or students during testing.
 - v. Give unauthorized individuals access to secure test items or materials.
 - vi. Copy, reproduce, use, or otherwise disclose in any manner inconsistent with test security regulations and procedures any portion of secure test materials.
 - vii. Provide answer keys or answers orally, in writing, or by any other means, to examinees.
 - viii. Coach examinees during testing by giving them answers to test questions or otherwise directing or guiding their responses or altering or interfering with examinees' responses in any way.



- ix. Fail to follow security regulations and procedures for distribution and return of secure test materials, or fail to account for all secure test materials before, during, and after testing.
- x. Fail to properly monitor test administration, including permitting inappropriate collaboration between or among individuals;
- c. For each course within the Agreement, teachers will access EbD-BUZZ to have their students take the ITEEA/EbD™ online pre and post assessments as well as the design challenge (end-of-course). *Elementary assessments begin at Grade 3.* Unique State student ID numbers are used to distinguish between students for assessment and reporting purposes at the school level. Data will be collected in compliance with FERPA requirements and consistent with proper professional practices and student confidentiality. ITEEA's STEM CTL™ agrees that test scores shall be kept confidential and shall only be used for purposes of monitoring and reporting in aggregate the effectiveness of the course(s). Teachers violating the confidentiality of the assessment will result in a breach of security and copyright and immediate removal from the Network. Notification of this breach shall be reported to the superintendent and any legal filings that may be instituted.
- d. Teachers are subject to confidentiality regarding the online assessment. Screen printing or otherwise making paper copies or digital copies of questions is considered a breach of security and subject to copyright violations. Sharing of teacher user id and password to other teachers is considered a breach of confidentiality of student data and copyright protected materials and cause for removal from the Network.
- e. **DISCLAIMER:** *The EbD BUZZ learning management system does not store data from school year to school year. A school year is defined as July 1 to June 30. If the user wants access to this data, it is imperative that the necessary reports are generated and saved before July 1.*

Equipment/Hardware/Software Requirements

The school agrees to provide a laboratory space that is conducive to the delivery of a Technology and Engineering/STEM program. The only requirement is to have sufficient quantities of resources that will ensure that students participating in the course have access to equipment and processes necessary to design, construct, and present solutions to the technological and engineering problems with which they are presented. Students must have access to the following software applications (NOTE: Open-Source Software is available that meet these criteria at no cost to the school/district):

1. CAD: Computer-aided-design software (e.g., AutoCAD, Google SketchUp or equivalent with drawing capabilities)
2. Word processing software (e.g., Microsoft Word, OpenOffice)
3. Spreadsheet software (e.g., Microsoft Excel, OpenOffice)
4. Presentation software (e.g., Microsoft PowerPoint, OpenOffice)

STEM CTL™ has entered into an agreement with Autodesk, Inc. that will enable all teachers and students to obtain free access to certain Autodesk products. These products may only be installed on the students' and teachers' personal computers. Additionally, schools may receive the Autodesk Education Master Suite and Autodesk Entertainment Suite at no charge. Schools should verify hardware compatibility with these programs.

Model Program

The school agrees that the course(s) as implemented will serve as an ITEEA EbD™/ STEM CTL™ program model for other school districts. The School will make its program available for observation and visitation by other schools and districts. The school agrees to exchange information concerning the program with other schools, whether or not these schools are enrolled in the EbD™ Network (curricular materials may not be shared unless approved by the ITEEA's STEM Center for Teaching and Learning™).

Termination

The license granted hereunder shall cease should either party provide thirty (30) days written notice of its election to terminate the license agreement. Upon termination of the agreement, all curriculum materials, including any reproduction thereof, shall be immediately returned to ITEEA, but in no event later than fifteen (15) days after the effective date of termination. Other reasons for termination include non-participation in EbDONLINE™, the online Student Assessment and Design Challenge, breaches of security (assessments), copyright, or non-payment of the initial or Version update fee(s).

Indemnification

To the extent permitted by law, the School hereby agrees to indemnify, defend, and hold harmless ITEEA from and against, and in respect to, any and all losses, expenses, costs, obligations, liabilities, and damages, including interest,



penalties, and reasonable attorney's fees and expenses, that ITEEA may incur as a result of any negligent or willful act of the School or any of its agents or employees or the failure by the School to perform any of its representations, warranties, commitments, or covenants under this Agreement.

Confidentiality

The parties to this Agreement understand and agree that the contents of this final Agreement, and the discussions, negotiations, and curricular materials between the parties resulting in this final Agreement, shall be maintained as confidential and shall not be disclosed to any third party except to the extent required by applicable law. Curricular materials and access to the products and services are governed by Copyright laws.

The school district/school and ITEEA acknowledge and agree that the personally identifiable data is confidential, and shall be used, shared, and maintained for the purposes set forth in this Agreement and only in accordance with reasonable privacy/security measures, proper professional practices, student confidentiality, and applicable laws, including FERPA. Use or access to any protected data obtained as a result of these studies will be limited to representatives with a legitimate interest in accessing this data and re-disclosure of any personally identifiable information will be done in limited instances only, and only as allowed by, and consistent with, applicable laws. The school district/school shall be responsible for implementing annual notifications, record-keeping and other such privacy requirements relating to these services.

In cases where ITEEA uses specific internet-based systems for delivery of curriculum, assessments, or other relevant content to schools, teachers, and students, the school district/school shall ensure that all users are properly registered and rostered into these systems in keeping with the policies and procedures ITEEA puts in place to ensure secure access to relevant information.

Costs

The cost for a school in a consortium state is provided on Page 6 of this Agreement. The identified costs are based on the course being delivered and membership in ITEEA. Fees are billed on an annual basis and are per school. STEM School membership is encouraged as there are additional resources that come with STEM School Memberships.

A summary of costs are as follows

1. The cost of the Network access is an annual fee provided terms of the Agreement are upheld. Pro-rated fees for a partial year do not apply. This fee is non-refundable. Access to the Network resources is based on annual payment. Internet connectivity is required and supplied by the school.
2. Any travel costs, registration, or substitute teacher fees are the responsibility of the school/school system.

Entire Agreement

The term of this Agreement shall begin on the date of signing for one year. To maintain access, the annual fee must be renewed by the end of each 12-month period. A party may terminate the Agreement by notice to the other party in writing as defined in the section titled Termination (page 2). The Agreement shall renew automatically and the school invoiced at the end of each 12-month period, provided all the terms of the contract have been met.

This Agreement, including any instruments of agreements attached hereto as exhibits or incorporated herein by reference, contains the entire understanding of the parties. This Agreement supersedes all prior agreements and understandings between the parties. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective successors and permitted assigns.

Principal

Date

CTE Director / TE-STEM Supervisor

Date

ITEEA STEM CTL™ Representative

Date

Superintendent

Date



Please type all information on this page.

School Contact Information						
School Name:						
Street Address:						
City:		State:		Zip Code:		
Phone:				Fax:		
Principal's Name:	Prefix:		First:		Last:	
Principal's Email:						
Principal's signature:						
School Website						

INSTRUCTIONS:

OBTAIN SIGNATURES on PAGE 4 and SEND Completed Form:

- Complete all the contact information. Forms that are unreadable or incomplete will be returned.
- Obtain the signatures of the Teacher(s), Principal, TE/STEM Supervisor/Director, and the Superintendent and:

FAX 703 860 0353 OR Email ebd@iteea.org

- Executed copies will be posted on the EbD-BUZZ™. A welcome letter and instructions on how to log in will be sent to the lead teacher of record from this form.



School and Teacher Contact Information - to be completed by individual school

Please type all information on this page.

School Contact Information					
School Name:					
Street Address:					
City:		State:		Zip Code:	
Phone:				Fax:	
Principal's Name:	Prefix:		First:		Last:
Principal's Email:					
Principal's signature:					
School Website					

Teacher Contact Information - Please type all information						
Lead Teacher Name:	Prefix:		First:		Last:	
Lead Teacher Email:						
Lead Teacher EbD™ Courses:	Pre-K	<input type="checkbox"/> Pre-K				
	Elementary:	<input type="checkbox"/> GrK	<input type="checkbox"/> Gr1	<input type="checkbox"/> Gr2	<input type="checkbox"/> Gr3	<input type="checkbox"/> Gr4 <input type="checkbox"/> Gr5 <input type="checkbox"/> Gr6
	Middle School:	<input type="checkbox"/> ET	<input type="checkbox"/> I&I	<input type="checkbox"/> TS	<input type="checkbox"/> EfA	
	High School:	<input type="checkbox"/> FoT	<input type="checkbox"/> TD	<input type="checkbox"/> T&S	<input type="checkbox"/> ADA	<input type="checkbox"/> ATA <input type="checkbox"/> EngD <input type="checkbox"/> GAD
Lead Teacher signature:						
Teacher 1 Name:	Prefix:		First:		Last:	
Teacher 1 Email:						
Teacher 1 EbD™ Courses:	Pre-K	<input type="checkbox"/> Pre-K				
	Elementary:	<input type="checkbox"/> GrK	<input type="checkbox"/> Gr1	<input type="checkbox"/> Gr2	<input type="checkbox"/> Gr3	<input type="checkbox"/> Gr4 <input type="checkbox"/> Gr5 <input type="checkbox"/> Gr6
	Middle School:	<input type="checkbox"/> ET	<input type="checkbox"/> I&I	<input type="checkbox"/> TS	<input type="checkbox"/> EfA	
	High School:	<input type="checkbox"/> FoT	<input type="checkbox"/> TD	<input type="checkbox"/> T&S	<input type="checkbox"/> ADA	<input type="checkbox"/> ATA <input type="checkbox"/> EngD <input type="checkbox"/> GAD
Teacher 1 signature:						
Teacher 2 Name:	Prefix:		First:		Last:	
Teacher 2 Email:						
Teacher 2 EbD™ Courses:	Pre-K	<input type="checkbox"/> Pre-K				
	Elementary:	<input type="checkbox"/> GrK	<input type="checkbox"/> Gr1	<input type="checkbox"/> Gr2	<input type="checkbox"/> Gr3	<input type="checkbox"/> Gr4 <input type="checkbox"/> Gr5 <input type="checkbox"/> Gr6
	Middle School:	<input type="checkbox"/> ET	<input type="checkbox"/> I&I	<input type="checkbox"/> TS	<input type="checkbox"/> EfA	
	High School:	<input type="checkbox"/> FoT	<input type="checkbox"/> TD	<input type="checkbox"/> T&S	<input type="checkbox"/> ADA	<input type="checkbox"/> ATA <input type="checkbox"/> EngD <input type="checkbox"/> GAD
Teacher 2 signature:						



Teacher Contact Information Please type all information								
Teacher 3 Name:	Pre:		First:		Last:			
Teacher 3 Email:								
Teacher 3 EbD™ Courses:	Pre-K	<input type="checkbox"/> Pre-K						
	Elementary:	<input type="checkbox"/> GrK	<input type="checkbox"/> Gr1	<input type="checkbox"/> Gr2	<input type="checkbox"/> Gr3	<input type="checkbox"/> Gr4	<input type="checkbox"/> Gr5	<input type="checkbox"/> Gr6
	Middle School:	<input type="checkbox"/> ET	<input type="checkbox"/> I&I	<input type="checkbox"/> TS	<input type="checkbox"/> EfA			
	High School:	<input type="checkbox"/> FoT	<input type="checkbox"/> TD	<input type="checkbox"/> T&S	<input type="checkbox"/> ADA	<input type="checkbox"/> ATA	<input type="checkbox"/> EngD	<input type="checkbox"/> GAD
Teacher 3 signature:								
Teacher 4 Name:	Prefix:		First:		Last:			
Teacher 4 Email:								
Teacher 4 EbD™ Courses:	Pre-K	<input type="checkbox"/> Pre-K						
	Elementary:	<input type="checkbox"/> GrK	<input type="checkbox"/> Gr1	<input type="checkbox"/> Gr2	<input type="checkbox"/> Gr3	<input type="checkbox"/> Gr4	<input type="checkbox"/> Gr5	<input type="checkbox"/> Gr6
	Middle School:	<input type="checkbox"/> ET	<input type="checkbox"/> I&I	<input type="checkbox"/> TS	<input type="checkbox"/> EfA			
	High School:	<input type="checkbox"/> FoT	<input type="checkbox"/> TD	<input type="checkbox"/> T&S	<input type="checkbox"/> ADA	<input type="checkbox"/> ATA	<input type="checkbox"/> EngD	<input type="checkbox"/> GAD
Teacher 4 signature:								
Teacher 5 Name:	Prefix:		First:		Last:			
Teacher 5 Email:								
Teacher 5 EbD™ Courses:	Pre-K	<input type="checkbox"/> Pre-K						
	Elementary:	<input type="checkbox"/> GrK	<input type="checkbox"/> Gr1	<input type="checkbox"/> Gr2	<input type="checkbox"/> Gr3	<input type="checkbox"/> Gr4	<input type="checkbox"/> Gr5	<input type="checkbox"/> Gr6
	Middle School:	<input type="checkbox"/> ET	<input type="checkbox"/> I&I	<input type="checkbox"/> TS	<input type="checkbox"/> EfA			
	High School:	<input type="checkbox"/> FoT	<input type="checkbox"/> TD	<input type="checkbox"/> T&S	<input type="checkbox"/> ADA	<input type="checkbox"/> ATA	<input type="checkbox"/> EngD	<input type="checkbox"/> GAD
Teacher 5 signature:								
Teacher 6 Name:	Prefix:		First:		Last:			
Teacher 6 Email:								
Teacher 6 EbD™ Courses:	Pre-K	<input type="checkbox"/> Pre-K						
	Elementary:	<input type="checkbox"/> GrK	<input type="checkbox"/> Gr1	<input type="checkbox"/> Gr2	<input type="checkbox"/> Gr3	<input type="checkbox"/> Gr4	<input type="checkbox"/> Gr5	<input type="checkbox"/> Gr6
	Middle School:	<input type="checkbox"/> ET	<input type="checkbox"/> I&I	<input type="checkbox"/> TS	<input type="checkbox"/> EfA			
	High School:	<input type="checkbox"/> FoT	<input type="checkbox"/> TD	<input type="checkbox"/> T&S	<input type="checkbox"/> ADA	<input type="checkbox"/> ATA	<input type="checkbox"/> EngD	<input type="checkbox"/> GAD
Teacher 6 signature:								
Teacher 7 Name:	Prefix:		First:		Last:			
Teacher 7 Email:								
Teacher 7 EbD™ Courses:	Pre-K	<input type="checkbox"/> Pre-K						
	Elementary:	<input type="checkbox"/> GrK	<input type="checkbox"/> Gr1	<input type="checkbox"/> Gr2	<input type="checkbox"/> Gr3	<input type="checkbox"/> Gr4	<input type="checkbox"/> Gr5	<input type="checkbox"/> Gr6
	Middle School:	<input type="checkbox"/> ET	<input type="checkbox"/> I&I	<input type="checkbox"/> TS	<input type="checkbox"/> EfA			
	High School:	<input type="checkbox"/> FoT	<input type="checkbox"/> TD	<input type="checkbox"/> T&S	<input type="checkbox"/> ADA	<input type="checkbox"/> ATA	<input type="checkbox"/> EngD	<input type="checkbox"/> GAD
Teacher 7 signature:								

