

Memorandum of Understanding

Between

Teacher in a Box (TIB) project

and

(name of customer/sponsor)

and

(name of educational facility)

This Memorandum of Understanding (MOU) is not a legally binding document. It outlines the terms and understanding between the *Teacher in a Box* project and its customer to ensure maximum benefit to those who should ultimately benefit from our collaboration.

Purpose

The *Teacher in a Box* project is striving to achieve best outcomes.

While the customer/sponsor purchases the *Teacher in a Box* server, it is only through the generosity of computer donors, financial supporters and volunteers that the cost is kept to a minimum.

Our contributors need to be assured that their contribution is being used to improve the educational outcomes for the intended recipients. This MOU outlines the roles of each partner in the supply of computer equipment to an educational facility and in setting up a feedback loop of communication.

Roles of Each Party

What the TIB Project team can do	What the TIB Project team doesn't do	What the Customer/Sponsor agrees to do	What the Educational Facility agrees to do
Prepare TIB servers containing a huge range of educational and training materials for your project	Fund deployments	Arrange all funding	Make arrangements to secure the TIB server appropriately.
Will send you a link to a training module and will invite you to complete the online test for TIB certification, prior to deployment.	Undertake deployments (unless specifically arranged).	Ensure that at least one person receives training and undertakes the online test for certification. The links will be sent to you closer to the time.	If training is not being supplied as part of the deployment then the school will need to ensure that at least one person receives training and undertakes the online test for certification prior to deployment. The links will be sent out closer to the time.
		Arrange collection and transportation of TIB server to the school	Arrange for people to receive training in the use of the TIB once it arrives. (There will be a TIB Training video installed on your TIB server to assist with this.).
		I understand that any transactions entered into with the Teacher in a Box server must be on a not for profit basis.	Will provide the TIB project and sponsor with photographs and updates that can be used in promotion.
			Maximise use by trying to ensure that the TIB server is being made available to benefit a range of people not just the school students
			I understand that the Teacher in a Box materials are to be freely shared.
Signature: _____			
Date: _____			
Name: JEANETTE JOHNSTONE (TIB project)			
Position: PROJECT MANAGER & FOUNDER			
Email address: Jeanette.johnstone@teacherinbox.org.au			