



## Computing Device Deployment and Management Tools and Resources for Districts and Schools

The following is a brief guide with procedures, tools, and resources for Districts and Schools to consider in purchasing computing devices and managing the process for home use of those devices. It is recommended that Districts and Schools develop a 3-year device acquisition and management plan to anticipate how technology will be used each year and set aside the appropriate budget for device purchases, repairs, replacements, and professional learning to ensure effective use of technology.

### Computing Device Selection

Districts and Schools need to consider the following factors in purchasing computing devices:

- **Price:** Determine what device options are available based on the budget per device, which should include the cost of the computing device, carrying case, charger, headphones, insurance, keyboard cover, and screen protective cover.
- **Weight:** Remember that students are carrying these devices. Look for devices that weigh 3 lbs. maximum.
- **Durability:** Select device options that have been proven to be sturdy enough to use with children. The screen, hinges, and keys are the most commonly broken components so should be reinforced.
- **Operating System and Memory:** Make sure the operating system and memory accommodate for all software each subject area will be using.
- **Protective Cases and Covers:** Provide students with equipment that properly protects the devices from damage. Carrying cases with a handle, shoulder strap, and a thick cover are a must. Students using their backpacks to carry devices can become an issue, as they can contain food and liquids. Protective screen cover, keyboard cover, and headphones are highly recommended.
- **Replacement Parts:** Make sure it is easy and affordable to obtain replacement parts for the selected device.
- **Need for Additional Equipment:** Remember the need to have in inventory additional devices, screens, keyboards, chargers, surge protectors/charging stations, protective covers and cases, and tools to be able to repair and/or replace devices promptly and return to students.

### Options for Computing Device Identification

It is recommended that one of the following identification options is used to protect the device by making it easily identifiable and reducing its re-sale value:

- Local engraving services (obtain estimates from case providers listed in the next section)
- Stickers: [www.stickermule.com](http://www.stickermule.com) ( 1' x 2" vinyl, sliding scale-- 1,000 count for \$144)
- Cost-effective handheld printer that prints School/District logo directly on device: [PrinCube](#) (\$109)

## Computing Device Protective Cases and Covers

[Amazon](#) provides competitive prices, variety, and delivery speed for device cases. Other options for bulk purchases used by Districts and Schools are:

Company Name	Address	Contact Person			Unit Price 11" Case
		Name	Email	Phone	
<a href="#">TECHmatte</a>	P.O Box 150 Bradfordwoods, PA 1501	Jason Feng	<a href="mailto:sales@techmatte.com">sales@techmatte.com</a>	N/A	\$9.83
<a href="#">Brenthaven</a>	321 3rd Ave S, Suite 403 Seattle, WA 98104	Cristina Domingo	<a href="mailto:CrisD@brenthavenhq.com">CrisD@brenthavenhq.com</a>	(360) 733-5608	\$9.95
<a href="#">CDW-G</a>	75 Remittance Drive 1515 Chicago, IL 60675	Arron Egger	<a href="mailto:arroegg@cdw.com">arroegg@cdw.com</a>	(866) 465-9985	\$10.81

## Procedures for Inventorying Devices before they are Taken Home

- Establish an Inventory System | [Sample](#)
  - Explore the possibility of using existing inventory management systems such as the textbook management system. This will have to be accessible to whoever is managing the inventory. Another option is to use a web-based spreadsheet (Google Docs Spreadsheets or similar).
  - Track Student Name, Student ID# (must include this unique identifier), Type of Device, Serial #, Condition of Device, Peripherals (such as charging cable).
  - Teachers should have access to the inventory indicating which students have access to a device and what corresponding device name/number they are assigned.
  - Each device should be labeled with the School name, device name/number, and the assigned student's name would be helpful.
  - Each corresponding case, power cord should be assigned the same number.
  - Each entry in the inventory system should contain the following information per device:
    - Student Name
    - Student ID Number
    - Student Class Schedule (so lists for teachers can be developed)
    - Serial Number
    - Computer Name/Number (e.g. INC-0001 for the Incubator School)
    - Charger Serial Number (if relevant)
    - Date Issued to Student
    - Insurance Policy Number
    - Insurance Policy Coverage Dates
    - Insurance Deductible Amount

- Image devices with all the applications that the District and School have purchased to use for teaching and learning (spyware, antitheft, parental controls, chrome browser), web bookmarks (School website, LMS, other essential information for students and parents). | [Sample](#)
  - Assign a safe area where devices can be configured and stored until they are distributed.
  - Ensure the proper imaging (synching) equipment is available to work on multiple devices simultaneously.
  - Set the browser homepage to the School website and save bookmarks to other key sites that will be used during the school year by parents and students.
  - Install the appropriate printer drivers.
  - Configure the School wireless network settings.
  - Set up appropriate parental controls.
  - Maintain a clean working area (empty trash can).
- Maintain a separate inventory to [track student reported damages](#) and thefts. [Forms](#) should be developed using Google Forms for students to report any issues they are experiencing with their devices and include: (1) student's information; (2) type of problem with the device; and (3) police report number and information if the device is reported stolen.

## Computing Device Distribution

- Consult available resources for device distribution, such as the Los Angeles Unified School District Distribution Handbook [ITI Device Distribution Handbook](#). Ideally, devices are distributed during workshops or in conjunction with equivalent training events.
- Distribution to Parents
  - Before workshops are scheduled, ensure that enough devices will be configured and available to use during each workshop.
  - Ensure that there is appropriate wireless Internet access at the School (or other point of distribution) to accommodate the number of devices that will be used for training parents.
  - Confirm that there is at least one person, in addition to the workshop facilitator, available to provide technical support during each day workshops are scheduled.
  - Assign a device to the child of each parent scheduled to earn a laptop before the last workshop of the series.
  - Make note of device assignment in the inventory and parent sign-in sheet.
  - Assign one person to each workshop room to distribute devices. Confirm that each device is distributed to the assigned student-parent.
  - Make sure parents sign an agreement form upon receiving the device.
- Distribution to Students
  - Ensure that there are sufficient personnel to manage the distribution process.
  - Obtain the master schedule of classes and select a core subject around which to organize the order of classrooms to pick up devices.
  - Develop and share a schedule for device pick-up with teachers.
  - Organize devices based on student pick-up schedule.
  - Make sure students sign for their device. Students can sign next to their name on a class roster.

## Responsible Use of Loaned Computing Devices

It is important to set clear expectations and rules regarding the use of the device at home. The following are sample policies, agreements, and handbooks developed by Districts and Schools:

- Los Angeles Unified School District [Responsible Use Policies and Forms](#) and [Social Media Policy for Students](#)
- Long Beach Unified School District [Acceptable Use Program](#)
- Riverside Unified School District [Responsible Use Policy](#), Student [Handbook](#) in English (p.61), and Student [Handbook](#) in Spanish (p. 51)
- Los Angeles Unified School District Parent Acknowledgement Sample Form in English [ParentAcknowledgementFormTakeHome-English.pdf](#) and in Spanish [ParentAcknowledgementFormTakeHome-Spanish.pdf](#)
- Sample Family Handbooks: Stevenson Middle School: [English](#) | [Spanish](#); [Maywood Center for Enriched Studies](#); [Incubator School](#)

## Procedures for Supporting and Monitoring In-Home Device Usage

It is extremely important that each District and School has an established system to ensure that devices are being used appropriately and regularly by students and their families.

- Use [LightSpeed Relay](#) (extended free trial due to COVID-19 quarantine), [GoGuardian](#) (free version available through quarantine), [Securly](#) (free for Chromebooks) or Schoology to track usage.
- Conduct daily check-ins via Google Forms, Zoom, conference feature on LMS, or Google Hangouts.
- Provide a phone number or other contact information to all families for technical support that can be provided by either the School or the District.
- Have teachers assist in identifying students who are not submitting assignments or logging into their devices for follow up by the School or the District.
- Assign teachers or members of the School staff contact the parents of these students and determine how to address any issues that are keeping students from using these devices.

