TECHNOLOGY SERVICES DEVICE CHECK IN INSTRUCTIONS / GUIDELINES

These instructions/guidelines are for checking in devices. They take into account the ability for families to keep the devices throughout the summer to allow for any remedial or continued learning that may need to take place.

INSTRUCTIONS / GUIDELINES

- Technology Services will cover the cost of all minor repairs. (i.e…broken screens, visible physical damage, etc). For any devices that are non-working or lost, Technology Services will work with the principal on replacement options and costs.
- On the date determined for students to return to school to clean out desks/lockers, students/parents will also bring back devices that were checked out and check them back in.
- Students changing schools by grade level advancement, moving out of a school boundary, or moving to the new Sunburst Elementary will check in their devices at the school where the device was checked out.

DEVICES NEEDED FOR REMEDIAL AND CONTINUED LEARNING

- Schools will work individually with students that need a device throughout the summer.
- These devices should be checked in at the school where the device was checked out by:
    - **August 14, 2020** (Traditional schools)
    - **July 10, 2020** (Year-round schools)
- Students with an Active Directory (AD) device will need to bring the device back and checkout a Dell Cloudbook device. Cloudbook devices will continue to receive updates through the summer. AD devices will not receive updates because they are not connected to the District network.
- Principals moving to new schools will need to provide a list of devices that are still checked out to the new principal so the new principal can follow through checking in the devices.

CHECK-IN PROCESS

Before Day of Check In

- ☐ Communicate to families and teachers the return date schedule.
- ☐ Devices need to be brought back fully charged along with the power cables and hotspots.
- ☐ Consider multiple check-in locations within a school to facilitate social distancing guidelines.
- ☐ Determine a location within the school to store checked in devices, cables, etc. Devices will need to be stored for at least 3 days before cleaning or placing in carts can occur.
- ☐ Staff checking devices must wear gloves.

Day of Check In

- ☐ Student/Parent will bring the device powered on to ensure it is working.
- ☐ Using the information in a spreadsheet provided by the STS, staff will search by student name and make sure the student turns in the following items:
    - ☐ Device, Power block and charging cable
    - ☐ Hotspot (if applicable)
- ☐ Look for visible damage to device, charging block and cable. Separate these devices from the other devices so Technology Services can pick them up.
- ☐ Ask if everything is working.

After Check In

- ☐ Let device, charging cable and hotspot sit for three days.
- ☐ Clean as needed then sort and put devices back into carts, unless being refreshed out of building.