



ELEMENTARY DEVICE DEPLOYMENT

PRINCIPAL ROLES & RESPONSIBILITIES

PRE-DEPLOYMENT

DEPLOYMENT

POST-DEPLOYMENT

PRINCIPAL

- Remind families to complete online enrollment paperwork. Students must have:
 - Signed Responsible Use Guidelines
 - Signed Device Use Agreement
 - Paid or waived Device Use Fee (3rd grade and up)
- Contact families with outstanding device fees or unreturned devices
- Purchase materials requested by librarian
- Meet with Librarian and campus technician to set date(s) (in first two weeks of school)
 - Schedule all classes on those dates
 - Communicate schedule
- Secure assistants to help with deployment
- Encourage students to learn their student ID and password
- Help ensure the following lessons have been taught:
 - **RUP & Digital Safety** (teachers)
 - **Device Care** (Librarian)
 - iPad Academy (PK-1) or Chromebook College (2-5)
- Remind teachers to assist students and reiterate expectations during deployment
- Ensure Teachers are ready to use Apple Classroom (PK-1) or Securly (2-5) to monitor students on their devices
 - Schedule a training with the campus DLS if needed
- Share tips for Device Care and Digital Safety on announcements and in newsletters
- Remind teachers to teach the following lessons in the first few weeks of school
 - **Media Balance & Well-Being**
 - **Privacy & Security**



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LIBRARIAN ROLES & RESPONSIBILITIES

PRE-DEPLOYMENT

- Submit list of requested materials and supplies to campus Principal as early as possible. Recommendations may include:
 - Electrical tape
 - Sharpies
 - Book tape (3-4 rolls)
- Meet with principal and campus technician to set date(s) (in first two weeks of school)
 - Schedule all classes on those dates
- Provide Principal with list of students who have any of the following (weekly):
 - Outstanding device fees
 - Unreturned devices
 - Incomplete enrollment paperwork
- If color coding, assign grade levels to colors for electrical tape
- Create cart signs with teacher names (**PK-2 only**)
- Create handout that can go home with students who are not cleared to receive their devices during their scheduled deployment
- **Create a schedule (20-45 minute blocks)**
 - Assign teachers or allow them to choose a time keeping in mind they should have taught the first lesson **BEFOREHAND**
 - Reiterate teachers are expected to stay with class and actively help with deployment.

DEPLOYMENT

- Teach the **Device Care lesson** with students from either
 - iPad Academy (PK-1) or Chromebook College (2-5)
- Lead students, teachers and helpers on device labeling
- Check devices out in Incident IQ (IIQ) to each student or send handout explaining why they were not able to receive a device
- Practice how to login to the devices with students

POST-DEPLOYMENT

- Work with campus technician on handling device issues
- Relay troubleshooting and repair processes to all teachers
- Continue teaching Digital Citizenship lessons from Common Sense Media throughout the year
- Conduct mid-year or pre-assessment device checks

LIBRARIAN





ELEMENTARY DEVICE DEPLOYMENT

TEACHER ROLES & RESPONSIBILITIES



TEACHER

PRE-DEPLOYMENT	DEPLOYMENT	POST-DEPLOYMENT
<ul style="list-style-type: none">• Assign each student a slot number in the cart (PK-2 only)• Download and print the <u>TEAMS report</u> that lists student email addresses• Help students learn student ID & password• Teach first lesson on the RUP & Digital Safety from either:<ul style="list-style-type: none">◦ <u>iPad Academy</u> (PK-1) or <u>Chromebook College</u> (2-5)• Print, sign (Teacher & students) and post <u>classroom RUP</u> after lesson	<ul style="list-style-type: none">• Monitor students and reinforce behavior expectations during deployment and device care lesson• Assist with labeling devices and chargers using a Sharpie<ul style="list-style-type: none">◦ Include first name, last name and slot number (for PK-2 only)• Practice how to login to the devices with students• Have students place devices in appropriate slot (PK-2 only) and practice carrying device around school• Set up and prepare Apple Classroom (PK-1) or Securly (2-5) to monitor students on their devices (Reach out to your DLS if you need extra support)	<ul style="list-style-type: none">• 2nd grade students complete the following lessons in Chromebook College: <u>Cursor Skills</u>, <u>Scanning QR Codes</u> and <u>Camera & Text Skills</u> within the first week of receiving the device• PK-1 update iPad iOS as necessary• K-5 teach first Digital Citizenship lesson from Common Sense Media in each of the following categories: Media Balance & Well-Being and Privacy & Security<ul style="list-style-type: none">◦ Using Common Sense Media website, <u>navigate to your grade level</u> to find required lessons• Follow guidelines for <u>Managing a 1:1 Classroom</u>• Follow guidelines for handling technology issues as set forth by the district and campus<ul style="list-style-type: none">◦ Enter IIQ support tickets for cart-based devices as necessary



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ASSISTANT ROLES & RESPONSIBILITIES

PRE-DEPLOYMENT

- Affix electrical tape to devices and chargers on the back of the iPads or top of the lid on Chromebooks
 - **Do not cover any barcodes**
- Label cart slots numerically
- Affix cart signs made by librarians

DEPLOYMENT

- Monitor students and reinforce behavior expectations during deployment and device care lesson
- Assist with checking student eligibility for deployment
 - If student is on unclear list, provide student with handout explaining issue and resolution
 - Keep note of these students for librarian's documentation
- Assist with labeling devices and chargers using a Sharpie
 - Include first name, last name and **slot number (for PK-2 only)**
- **Practice how to login to the devices with students**

POST-DEPLOYMENT



ASSISTANT