



ELEMENTARY DEVICE DEPLOYMENT

ROLES & RESPONSIBILITIES

	PRE-DEPLOYMENT	DEPLOYMENT	POST-DEPLOYMENT	
PRINCIPAL	<ul style="list-style-type: none"> Remind families to complete online enrollment paperwork Contact families with outstanding device fees Purchase materials requested by librarian 	<ul style="list-style-type: none"> Meet with librarian and campus technician to set date(s) for deployment Secure assistants to help as needed Encourage teachers to teach RUP & Digital Safety lessons 	<ul style="list-style-type: none"> Help ensure teachers have taught the RUP & Digital Safety and Device Care lessons 	<ul style="list-style-type: none"> Share tips on Device Care and Digital Safety in announcements and newsletters Remind teachers to teach Media Balance & Well-Being and Privacy & Security lessons
LIBRARIAN	<ul style="list-style-type: none"> Develop list of materials needed Meet with Principal and campus technician to set date(s) for deployment Provide principal with list of students ineligible to receive a device 	<ul style="list-style-type: none"> Create a schedule (20-45 minute blocks) Create a handout for students who are ineligible to receive device with next steps Notify teachers of date/time to receive devices 	<ul style="list-style-type: none"> Teach the Device Care lesson with students Check devices out in Incident IQ (IIQ) 	<ul style="list-style-type: none"> Work with campus technician to handle device issues <ul style="list-style-type: none"> Relay procedures to teachers Teach Digital Citizenship lessons from Common Sense Media Establish plan for ongoing device checks
TEACHER	<ul style="list-style-type: none"> Assign each student a slot number in the cart (PK-2 only) Print <u>TEAMS report</u> containing student email addresses Help students learn student ID & password 	<ul style="list-style-type: none"> Teach lesson on RUP & Digital Safety from either Print, sign (Teacher & students) and post <u>classroom RUP</u> 	<ul style="list-style-type: none"> Monitor students during deployment Assist with labeling devices 	<ul style="list-style-type: none"> Set up Apple Classroom (PK-1) or Securly (2-5) 2nd grade students: Chromebook College Lessons K-5 teachers: Common Sense Media Lessons Update iPad iOS as necessary Follow guidelines for managing a 1:1 classroom Follow guidelines for handling technology issues/repairs
ASSISTANT	<ul style="list-style-type: none"> Affix electrical tape to devices and chargers (not covering barcodes) Label cart slots numerically Affix cart signs 	<ul style="list-style-type: none"> Monitor students during deployment Assist in checking student eligibility 	<ul style="list-style-type: none"> Assist labeling devices and chargers Practice how to login to devices 	



PRINCIPAL



LIBRARIAN



TEACHER



ASSISTANT