



SECONDARY 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 	<ul style="list-style-type: none"> Set a time for teachers to be trained on Securly 	<ul style="list-style-type: none"> Continue reminding parents to sign enrollment paperwork and/or pay outstanding fees Share tips on Device Care and Digital Safety in announcements and newsletters
LIBRARIAN(S)	<ul style="list-style-type: none"> Meet with Principal and campus technician <ul style="list-style-type: none"> Set date(s) Retrieve list of team members assisting in deployment Provide list of students missing forms and/or fees Determine logistics for deployment 	<ul style="list-style-type: none"> Run TEAMS report daily and update principal on who is missing forms & fees Assign roles to your deployment team Create handout for ineligible students with next steps 	<ul style="list-style-type: none"> Facilitate Device Care lesson with students Check student eligibility Check out device in IIQ 	<ul style="list-style-type: none"> Ensure devices have been labeled properly Run TEAMS report daily and update principal on who is missing forms & fees Share Digital Citizenship lessons from Common Sense Media Establish plan for device checks throughout the year
TEACHER(S)	<ul style="list-style-type: none"> Remind parents to sign enrollment paperwork and/or pay outstanding device fees 	<ul style="list-style-type: none"> Provide brief device care lesson for students 	<ul style="list-style-type: none"> Assist in labeling of devices and chargers 	<ul style="list-style-type: none"> If student misses scheduled deployment date, send to library (with a pass) at time designated by librarian Set up & use Securly Follow guidelines for submitting technology tickets for troubleshooting/repair
TEAM MEMBERS	<ul style="list-style-type: none"> Help librarian(s) set-up for deployment 	<ul style="list-style-type: none"> Assist with checking student eligibility Assist in labeling of devices and chargers 		



PRINCIPAL



LIBRARIAN(S)



TEACHER(S)



TEAM MEMBERS