



# SECONDARY DEVICE DEPLOYMENT

## PRINCIPAL ROLES & RESPONSIBILITIES



### PRINCIPAL

#### PRE-DEPLOYMENT

- 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(s)
- Meet with Librarian(s) and campus technician to set date(s) for deployment (during first two weeks of school)
  - **Deployment will take place during a designated class time (i.e. English Classes)**
- Secure team members to help Librarian(s)
- Send message to parents missing the **Responsible Use Guidelines, Device Use Agreement and/or Device Use Fee**
  - Device will not be issued to students missing any of these items
  - Students without signed Responsible Use Guidelines will not be permitted on the district network

#### DEPLOYMENT

- Help ensure Librarian(s) and technician have necessary supplies/assistance
- Send message to any parents who are missing required forms
  - Note: Fees are to be paid online, cash payments must be handled by front office staff
- Help ensure teachers are ready to use Securly to monitor students on their devices
  - **Schedule a training with the campus DLS if needed**

#### POST-DEPLOYMENT

- Continue to send messages to parents with students missing device paperwork or fee
- Share tips on Device Care and Digital Safety on announcements and in newsletters



# SECONDARY DEVICE DEPLOYMENT

## LIBRARIAN ROLES & RESPONSIBILITIES

### PRE-DEPLOYMENT

- Submit list of requested materials to campus Principal as early as possible. Recommendations may include:
  - Multi-colored sharpies (20)
  - Avery 5160 labels (1-2 boxes)
  - Book tape (2-4 rolls)
- Meet with principal and campus technician to:
  - **Set date(s) for deployment** (during first two weeks of school)
  - **Retrieve list** of team members assisting in deployment
  - **Provide list** of students who are not eligible to receive a device:
    - Missing Signed Device Agreement
    - Missing Signed Responsible Use Guidelines
    - Missing Device Use Fee
    - Outstanding device fees
    - Unreturned device from previous campus
- Create deployment schedule for classes
  - Assign teachers to time slots or let them choose
- Map out deployment logistics (sample provided)
- Set up deployment stations
- Run TEAMS report daily of students who will not be issued a device and update principal
- **OPTIONAL:** Print student barcode labels from LS2
- Create signs for deployment steps
- Assign roles to deployment team
- Create plan for deployment for absent students

### DEPLOYMENT

- Provide brief Device Care lesson for students with important reminders:
  - They are responsible for loss or damages
  - Do not put stickers on devices
  - Keep devices and chargers in safe location
  - Bring fully charged device to school every day
- Instruct students on steps of deployment process
- Check that students have no outstanding fees or devices, signed **Responsible Use Guidelines, Device Agreement forms and Device Use Fee** has been paid or waived
- Check out device and charger in IIQ

### POST-DEPLOYMENT

- Run TEAMS report daily and update principal on who is still on list of students on do-not-issue device list
- Issue devices to absent or new students
  - Consider before/after school or during lunches
- Work with campus technician to handle device issues
- Relay troubleshooting and repair process to all teachers/students
- Continue to focus on sharing Digital Citizenship lessons from Common Sense Media throughout the year
- Conduct mid-year and pre-assessment device checks

### LIBRARIAN(S)





# SECONDARY DEVICE DEPLOYMENT

## TEACHERS ROLES & RESPONSIBILITIES

### PRE-DEPLOYMENT

### DEPLOYMENT

### POST-DEPLOYMENT



### TEACHER(S)

- Remind students that before your class goes to the library for deployment, they must have:
  - A signed Device Agreement AND Responsible Use Guidelines
  - A paid or waived Device Use Fee
  - All previous technology fines or fees paid in full (or arrangements made with campus administration)
  - **Any students without these items will not be issued a device**
- Provide brief Device Care lesson for students with important reminders:
  - They are responsible for loss or damages
  - Do not put stickers on devices
  - Keep devices and chargers in safe location
  - Bring device to school everyday, charged
- Assist deployment team in moving students through designated stations
- Help ensure that devices and chargers are labeled as instructed
- Ensure students can login to their device using their student ID and password
- **Use Securly to monitor students on their devices**
  - Reach out to your campus DLS if you need assistance
- If you are a teacher sharing Digital Citizenship lessons from Common Sense Media, continue to do so throughout the year
- Continue to follow procedures designated for submitting technology help tickets



# SECONDARY DEVICE DEPLOYMENT

## TEAM MEMBERS ROLES & RESPONSIBILITIES

### PRE-DEPLOYMENT

- Help Librarian(s) set-up stations for deployment
  - Tables/Chairs
  - Signs
  - Supplies (Book Tape, markers, barcodes, scissors, pens)
- Ask Librarian(s) for any additional tasks

### DEPLOYMENT

- Assist Librarian(s) in device deployment as instructed
- 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

### POST-DEPLOYMENT



### TEAM MEMBERS