



RICHLAND ONE

2024 Summer Devices

May 9, 2024

Staff/Teacher Devices

- Teachers who are not teaching summer programs and/or contracted to work with the district in the summer must return their devices before leaving on June 1, 2024.
 - Once these devices are finished being imaged, the technician will lock them in the school's designated location and mark them as "completed and ready for pickup."
 - The SLM and or principal will work with teachers/staff regarding communicating pickup dates/times.
 - The SLM or the principal designee **must** have Destiny access as devices **cannot** leave the building without being checked out.

- Teachers who are teaching summer programs and/or contracted to work with the district in the summer must return their devices no later than July 15, 2024. Teachers who are transferring to another school for the 2024-2025 school year will get their new device at their new home school.
 - The SLM or the principal designee **must** have Destiny access as devices **must** be scanned back into Destiny before they are left at the school.
 - The devices should be ready for pickup by July 22, 2024.
 - Once these devices are finished being imaged, the technician will lock them in the school's designated location and mark them as "completed and ready for pickup."
 - The SLM and or principal will work with teachers/staff regarding communicating pickup.
 - The SLM or the principal designee **must** have Destiny access as devices **cannot** leave the building without being checked out.

- Any teacher/staff that is not approved to have a district-purchased laptop and/or has a student laptop checked out to them must return their device by June 1, 2024 (See the [IT Standard Operating Procedures](#) for District-Purchased Laptops and Administrative Devices located on pages 16-17).
 - Any device not turned in by June 1, 2024, will be marked as "Lost" in Destiny."
 - On Monday, June 3, 2024, the SLM or the principal designee **must** have Destiny access to mark these as "Lost" in the system and freeze them. Staff who attempt to use them will see the display screen directing them to return the devices to the school.
 - The SLM or the principal designee **must** have Destiny access to check these devices back in once they have been returned to the building. Devices cannot be left at the building without being checked back in.
 - Any device not returned by June 19, 2024, **must** be marked as "Stolen" in Destiny by the SLM or the principal's designee.
 - A list of those staff will be reported to the Executive Director of IT and Executive Directors of Schools for further action.



Student Devices

- All student devices are to be returned and scanned back into Destiny no later than May 30, 2024.
 - Middle and High School students that have documentation confirming that they are attending a summer program may check their device back out at the same time they turn their device back in.
 - Schools will need to verify that students are enrolled in summer programs.
 - Elementary School SLMs and Library Media Specialists that are hosting an Elementary Summer Program will pull loaner devices for the number of students that will be participating in their summer program. These devices will be scanned out to each student that is participating in the program.
 - See the [Student Laptop Use for Summer Programs SOP](#) for information regarding additional information.
 - Any device (this includes Inactive Students) not turned back in by May 31, 2024, will be frozen in the system and students who attempt to use them will see the display screen directing them to return the devices to the school.
 - Any device not turned in by June 1, 2024, will be marked as “Lost” in Destiny.”
 - On Monday, June 3, 2024, the SLM or the principal designee **must** have Destiny access to mark these as “Lost” in the system and freeze them. Staff who attempt to use them will see the display screen directing them to return the devices to the school.
 - The SLM or the principal designee **must** have Destiny access to check these devices back in once they have been returned to the building. Devices cannot be left at the building without being checked back in.
 - Any device not returned by June 19, 2024, **must** be marked as “Stolen” in Destiny by the SLM or the principal’s designee.
 - A list of those students will be reported to the Executive Director of IT and Executive Directors of Schools for further action.