



2025 Summer Devices Standard Operating Procedures

May 8, 2025

IT staff are not responsible for checking devices in or out for staff or students. Principals must ensure that designated staff members have access to log into Destiny Resource Manager Resource Manager to perform these tasks.

To gain access, staff members should:

1. Submit a [One to One ticket](#).
2. Select "Application Support" from the Dashboard.
3. Choose "Destiny Resource Manager" from the category list.
4. In the description, indicate the need for an account in Destiny Resource Manager Resource Manager to manage device check-ins and check-outs.

For any questions not addressed in this document regarding device labeling or categorization in Destiny Resource Manager Resource Manager, please post them in the Questions Channel in the R1 School Laptop Managers Microsoft Team and direct them to @Michael Byrnes.

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 **May 30, 2025**.
 - 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 School Laptop Manager (SLM) and/or principal will work with teachers/staff regarding communicating pickup dates/times.
 - The SLM or the principal's designee **must** have Destiny Resource Manager access as devices **cannot** leave the building without being checked out.
- Teachers for district summer programs and/or summer contract work should return their devices no later than **July 14, 2025**. **Their names and device bar codes must be listed on the [Summer 2025 Device Exceptions spreadsheet](#)**. Teachers who are transferring to another school for the 2025-2026 school year will get their new device at their new home school.
 - The SLM, or the principal's designee, **must** have Destiny Resource Manager access as devices **must** be scanned back into Destiny Resource Manager before they are left at the school.
 - The devices should be ready for pickup no later than **July 21, 2025**.
 - Once these devices are imaged, the site technician will lock them in the designated location and mark them as "completed and ready for pickup."
 - The SLM and/or principal will work with teachers/staff regarding communicating pickup.



RICHLAND ONE

- The SLM or the principal's designee **must** have Destiny Resource Manager 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 an in-warranty student laptop checked out to them must return their device by **May 30, 2025**. Any device not turned in by **this date**, will be marked as “lost” in Destiny Resource Manager.” (See the [IT Standard Operating Procedures](#) for District-Issued Devices for All Staff (located on pages 16-17).
- On **Wednesday, June 4, 2025**, Mr. Byrnes in Property Accounting will mark any devices not returned as “lost” in Destiny Resource Manager and any employee who attempts to use them will see a message directing them to return the device to their school.
 - The SLM, or the principal's designee, **must** have Destiny Resource Manager access to check these devices back in once they have been returned to the building. Devices cannot be left in the building without being checked back in.
- Any device not returned by **June 16, 2025**, **must** be marked as “stolen” in Destiny Resource Manager by the SLM or the Principal's designee, and a list of those staff will be reported to the Executive Director of IT as well as the Executive Director of Schools for further action.

Hotspots

All hotspots are to be returned to the school and checked back in no later than **May 19, 2025**. The designated staff person that requested the hotspots is to return the hotspots to SAB. Summer requests for hotspots will need to follow the process outlined in the [IT SOP](#) document.

Student Devices

- All student devices are to be returned and scanned back into Destiny Resource Manager no later than **May 19, 2025**.
 - **Students in grades 3-8 who need to complete SC Ready Make-ups will turn their device in immediately after completing their last assessment.**
 - **High school students who are still completing end of course assessments and/or completing any final assignments will turn their devices in immediately after completing their last assessment and/or assignment.**
 - Middle and High School students that have documentation confirming that they are attending **an approved academic summer program** may check their device back out at the same time they turn their device in.
 - **Students' names must be listed on the [Summer 2025 Device Exceptions spreadsheet](#) to ensure that their device is not locked.**



- 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 30, 2025**, will be frozen in the system and anyone who attempts to use these devices will be prompted to return these devices to the school.
 - Any device not turned in by **May 30, 2025**, will be marked as “Lost” in Destiny Resource Manager.”
 - On **Wednesday, June 4, 2025**, the SLM or the principal designee **must** have Destiny Resource Manager access to mark these as “Lost” in the system and request Property Accounting to freeze these laptops. 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’s designee **must** have Destiny Resource Manager access to check these devices back in once they have been returned to the building. Devices cannot be left in the building without being checked back in.
 - Any device not returned by **June 16, 2025**, **must** be marked as “stolen” in Destiny Resource Manager by the SLM or the Principal’s designee, and a list of those students will be reported to the Executive Director of IT as well as the Executive Director of Schools for further action.



New Teacher Device Preparation

To prepare for the arrival of new staff and make sure the schools have enough devices for the 25-26 school year, School Laptop Managers, Librarians, and Principals are to obtain all devices from teachers who will not be returning.

Where there are not enough Teacher Devices in the school's inventory, School Laptop Managers must follow the process outlined in the [Information Technology's Standard Operating Procedures](#) for obtaining additional devices. Staff are reminded that an updated copy of the Property Accounting Inventory obtained from Property Accounting is required before starting the process for requesting additional teacher devices.

School Laptop Managers, Librarians, and Principals are to have the devices, including chargers, ready for new teachers to check out from their home schools prior to July 28th. All devices need to be checked out in Destiny Resource Manager and new teachers must login to their devices prior to leaving campus to be able to login. Any additional information will be provided to the principal.

Schools must ensure that the devices have the correct charger sent. If additional chargers are needed, schools must purchase these chargers by submitting a [One to One Plus](#) ticket and selecting Quote Request.

Devices to Be Used for Parts

Any devices that can be updated to Windows 11 will be used for the 2025-2026 school year. Any devices that are identified by IT technicians as no longer functional will be parted out. We have provided the protocol below that can be used to eliminate the "pile up" of devices being stored at schools.

As technicians remove parts from the Out of Warranty (OOW) devices, they will provide the SLM with the Asset number from each device so that it can be marked as "No Longer in Use" in Destiny Resource Manager. After this, the school should follow the established warehouse removal/disposal guidelines. The IT department is not responsible for relocating or disposing of devices.

The technician will assist the school in completing the [Equipment Transfer Form](#) electronically and School Laptop Managers will then either find a location to store the devices onsite or work with the school's designated staff person to have the devices picked up by Movement Services to be taken to the warehouse for disposal. Please note that if the school does not have storage space for the removed parts, prior to the start of this process the school technician will need to notify their Lead Technician so that boxes can be ordered.