



RICHLAND ONE

Middle Schools

Student Laptop Management

2019-2020

March 29, 2019

Revised August 5, 2019

INTRODUCTION

This document describes the management of all middle school student laptops for the 2019-2020 school year, which is significantly different from the student laptop management process of previous years. *Revised text is italicized.*

STUDENT LAPTOP MANAGEMENT FOR 2019-2020

The following numbered items describe, in relatively broad terms (while being quite specific about implementation), the management of student laptops at all middle schools in Richland One for 2019-2020. It is the intent of the District's leadership team that this process will be implemented universally in the middle schools:

Overall Requirements

1. Student laptops in ALL Richland One middle schools will remain at school during the 2019-2020 school year
2. Middle school (grades 6 through 8) student classroom laptops will NOT be sent home with students except for special short-term projects for which the laptops will be checked out to individual students

New Computers for Grades 3, 6, and 9

1. *Beginning with the 2019-2020 school year, each of the new laptops for grades 3, 6, and 9 will be engraved with the year of purchase (for example, this year's laptops are engraved with either 19-20 or 2019-2020). Going forward, each new year's laptops will be similarly engraved so that cohorts can be kept together for inventory and warranty management.*
2. *Those laptops are to be delivered only to students in grades 3, 6, and 9 in each school year.*
3. *Those laptops may NOT be used in the following ways:*
 - a. *They CANNOT be given to students in other grade levels.*
 - b. *They CANNOT be used as loaners for students or teachers in any grade level (including grades 3, 6, and 9). A new laptop should never be used as a loaner.*
4. *If you have an overage of the new laptops after distribution, those may be moved to other schools that may have increased enrollment in grades 3, 6, or 9. IT and Property Accounting will make those determinations and arrange the moves.*
5. *If your enrollment in grades 3, 6, and 9 exceed your delivery of new student laptops, please let IT know right away. We will analyze PowerSchool enrollment and the delivery inventory to make sure everyone has enough.*

Classroom/Homeroom Sets

1. Student laptops at Richland One middle schools will be distributed only as classroom/homeroom sets during the 2019-2020 school year
2. Classroom/homeroom sets of student laptops will be stored each night in classrooms in locked charging carts provided to the schools/classrooms at or near the beginning of the 2019-2020 school year
3. Student laptops will charge overnight in the locked charging carts in each classroom/homeroom so those laptops will be ready for learning activities during each instructional day

4. Each classroom/homeroom set of student laptops will include two additional student “loaner laptops”
 - a. If a student’s laptop does not charge overnight or stops working during the day, the teacher will take the broken laptop and will provide a loaner to the student
 - b. The inclusion of the “loaner laptops” allows learning activities to continue, with all students participating, with a minimal amount of disruption
 - c. The student will continue to use the loaner laptop until her/his repaired laptop is returned
 - d. At the end of the day, each teacher should check to see if the broken laptop is working and, if it is not, should turn in that laptop to the library media center before leaving for the day, per the process defined below
5. No laptops in the middle school classroom/homeroom sets may be sent or may go home with students at any time

Daily Distribution and Collection of Student Laptops

1. Each middle school can develop its own daily distribution and collection plan
2. Classroom/homeroom charging carts should be setup for daily distribution and collection of student laptops to minimize the impact of student laptop management on daily instructional time:
 - a. Each charging cart shelf or slot will be identified with a student’s name (or number associated with a student)
 - b. Each student laptop will be identified with a student’s name (or number associated with a student) corresponding to the appropriate slot in the charging cart (NOTE: Do not use permanent marker to write on laptops.)
 - c. Prior to the first day of school (or the first day of availability of the carts) for 2019-2020, the teacher will label the classroom student laptops and the charging cart slots for each student (NOTE: Do not use permanent marker to write on charging carts.)
 - d. Each classroom/homeroom teacher will instruct each student about retrieving his/her laptop from the charging cart
 - e. Each classroom/homeroom teacher will instruct each student about returning his/her laptop to the appropriate slot in the charging cart before dismissal time each day; every student should return her/his laptop before final dismissal time
 - f. Each teacher must confirm that all student laptops are in the charging cart and are charging before students are dismissed at final dismissal time each day
 - g. Each teacher must lock the charging cart before leaving the classroom at the end of each working day
 - h. Each day, the teacher must unlock the charging cart before students begin arriving in the classroom so the laptops can be retrieved by students
 - i. The management of student laptops should be organized by each teacher in such a way that the process does not interfere with teaching and learning and in such a way that students are responsible for the management of their own laptops and in such a way that students, themselves, can manage the retrieval and return processes
 - j. The classroom teacher’s role is to train the students in the process, confirm that all laptops are returned and charging at the end of each day, and lock and unlock the charging carts in a timely manner each day
3. All students must return their laptops to the appropriate charging carts before leaving school at the end of the day

Damaged and Broken Student Laptops

1. Please note that damaged and broken student laptops should be extremely rare for laptops kept in classroom/homeroom sets
 - a. Teachers should be observing and managing the use of those laptops so that those laptops are not damaged through misuse or abuse
 - b. Accidental damage and breakage is normal – but should not be common – in normal classroom usage

- c. Loaner laptops should always be available in each classroom in the event of damage or breakage
2. This part of the process is designed to reduce and/or eliminate the need for library media specialists to manage student laptops *during the school day*
3. Students are NOT to be sent to the library media center during the school day with laptops for repair
4. At the end of each school day, damaged, broken, or not-working student laptops should be taken to the library media center by the classroom/homeroom teacher (this process should be structured and implemented based on each middle school's needs and requirements)
 - a. The library media specialist will issue another loaner laptop **ONLY TO THE TEACHER** (not to a student); this new loaner will replace the loaner the teacher assigned to the student
 - b. The teacher should place that new loaner laptop in the classroom/homeroom charging cart before leaving for the day so that loaner will be charged if needed the following day
 - c. In this manner, students always have a laptop to use and the classroom/homeroom always has two loaners in case those are needed
5. A SchoolDude ticket for damaged or broken student laptops will be created by the library media specialist or library media center aide
6. The broken student laptop will be labeled (a printed copy of the SchoolDude ticket will suffice) and secured in the student laptop room (formerly known as the DLE room) in the library media center
7. When the SchoolDude ticket is assigned, the school's assigned IT technician will begin the process of diagnosis, repair, and/or depot service
8. When the student laptop is repaired, the teacher should be notified by the library media center that the laptop is ready to return to the classroom/homeroom
9. At the end of that school day, the teacher will return the loaner used by the student to the library media center, will receive the student's original laptop, and will place it in the charging cart for the student before leaving school that day

End of the School Year Accounting and Security

1. At the end of the 2019-2020 school year, each teacher will confirm that all student laptops have been returned to their charging carts in the classroom/homeroom
 - a. The teacher will lock the cart(s) in his/her classroom and will leave the cart in the classroom
 - b. The teacher will label and turn in the keys to each cart in her/his classroom/homeroom to the appropriate administrator as part of the end-of-year check out procedure at the school
 - c. ALL cart keys must be labeled and turned in; no cart keys can be kept by a teacher at the end of the school year
 - d. See the next three items, immediately below

Summer Maintenance and Re-imaging

1. During the summer, the student laptops will be maintained, updated, and/or re-imaged by IT technical support staff
2. Access to the keys for the carts is essential for this work to be done in time for the next school year
3. If keys cannot be found for a cart, the teacher responsible for that cart will be contacted and will be required to return those keys to the school immediately
4. Classroom sets of student laptops will NOT be used for summer programs because those laptops must be maintained and re-imaged in preparation for use during the following school year

Student Laptops for Summer Programs

1. Classroom sets of student laptops will NOT be used for summer programs because those laptops must be maintained and re-imaged in preparation for use during the following school year
2. If *District-sponsored* summer programs require student laptops, those laptops may be provided from the following sources:
 - a. First Availability: Student laptops used as loaners during the school year just ending
 - b. Second Availability (only after all the First Availability laptops have been used): Laptops in class sets in eighth grade classrooms (which will become the loaners for the next school year)

- c. Richland One students using student laptops for summer programs must login with their District laptops and network credentials; no generic logins will be provided for any student (or adult)
 - d. Non-Richland One students participating in Richland One sponsored summer programs will not be provided a District-owned laptop; no generic logins will be provided for any non-Richland One student
3. Summer programs sponsored and/or provided by non-District/third-party providers will NOT have access to any District-owned laptops for their programs
 - a. Such providers MUST provide their own technology and must notify the District that they will be providing their own technology at least six weeks BEFORE the summer program begins (so accommodations can be made for Internet access, if needed)
 - b. Such providers will be able to access the Internet only through the District's "guest" wireless network
 - c. Such providers' technology will be subject to all the District's filtering and firewall requirements under CIPA, COPPA, and other relevant federal and state K-12 safety and protection requirements
 - d. Such providers' technology will be subject to all policies, regulations, requirements, procedures, and practices related to the safe and secure operation of the District's networks
 - e. No adult or student users will be provided network or application credentials for access to any resource on the District's network

Assessing the Use of Student Laptops in Classrooms

1. Classroom observations and/or evaluations by school and District staff will include items related to
 - a. The distribution and collection processes for student laptops
 - b. Student possession of their laptops for teaching and learning activities
 - c. Student use of their laptops during appropriate teaching and learning activities
 - d. Metrics regarding damage and breakage of student laptops in the classroom sets

Parent-Paid Insurance for Student Laptops

1. There will be no charge to parents for insurance on student laptops kept and used only in classroom/homeroom sets
2. Because parents will not pay for insurance for student laptops in grades 6 through 8, it is imperative that those laptops do not go home and are not sent home with students except for special short-term projects, which require that the laptops are checked out to individual students

The middle school student laptop management process described above will be implemented by all middle schools in Richland One for the 2019-2020 school year.