



## RICHLAND ONE

### District Purchased Laptops

Revised: August 22, 2023

This document outlines information regarding laptops purchased with district funds that are checked out through Destiny. It does not consider those devices purchased with school funds.

- Dell 3189s
  - Any remaining devices must be turned in immediately for the disposal project.
  - Any remaining 3189s must be tagged and set aside in your laptop room.
  - Additional information will be forthcoming regarding collection.
- **No staff** can have more than one device to ensure equity across the district.
  - Principals and Assistant Principals with a Surface Laptop or Surface Pro will not have one of the devices listed below.
- **Approved** staff are to have devices in ranked priority order (3310s go first then 3190s if 3310s are unavailable).
  - Classroom Teachers (Includes CTE, Itinerant, Related Arts, and Special Education Teachers, as well as Library Media Specialists)
  - Interventionists
  - Speech Pathologists
  - Reading Coaches and CRTs
    - When these staff members' desktop becomes "end of life," staff will need to determine which device they would like as a replacement; a laptop with a docking station and monitor or a desktop. They will no longer be issued a desktop and a laptop.
  - School Counselors
    - When these staff member's desktop becomes "end of life," staff will need to determine which device they would like as a replacement; a laptop with a docking station and monitor or a desktop. They will no longer be issued a desktop and a laptop.
- Special Education Staff
  - The following staff will receive their devices from the Office of Special Services. Should they have a device issued to them by a school, they will need to return their devices to the School Laptop Manager (SLM) immediately and contact Kendall Jackson at [kendall.jackson@richlandone.org](mailto:kendall.jackson@richlandone.org) to arrange a time to pick up their device at the Office of Special Services offices located at Olympia Learning Center.
    - Occupational Therapists
    - Physical Therapists
    - Audiologists
    - Board Certified Behavioral Analysts
    - Special Education Instructional Coaches
    - Special Education Consultants
    - Autistic Itinerant Teachers
    - Special Education Job Coaches
    - Special Education Adaptive PE Teachers
    - Special Education Itinerant PreK Teachers
    - School Psychologists



- **Not approved** for a device.
  - Instructional Assistants
  - Other classified Staff
  
- Elementary Teacher Carts
  - Laptops must be checked out to students and placed in the laptop cart, not checked out to the teacher.
  
- Staff who have lost and/or had a device stolen, must follow the district's [Theft, Vandalism, Lost and Damaged Report \(TLVD\) Process](#).
  - Lost and stolen devices must have a [Theft, Vandalism, Lost and Damaged Report \(TLVD\)](#) completed.
  - Stolen devices must have a police report.