E l e m e n t a r y   S c h o o l s
Student Laptop Management
2019-2020
March 20, 2019
Revised August 5, 2019

INTRODUCTION
This document describes the management of all elementary school student laptops for the 2019-2020 school year. Please note that the new management process is significantly different from the student laptop management process of previous years. *Revisions are 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 elementary schools in Richland One for 2019-2020.

Overall Requirements
1. Student laptops in ALL Richland One elementary schools will remain at school during the 2019-2020 school year
2. Elementary schools (grades PK through 5) student classroom laptops may send student laptops home with students for special short-term projects – but only by following the procedures required for check-out and check-in for individual students, for inventory control, and as defined by policy

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 Sets
1. Student laptops at Richland One elementary schools will be distributed as classroom sets during the 2019-2020 school year
2. Classroom sets will be checked out of inventory to each classroom teacher and are the responsibility of the teacher
3. Classroom sets of student laptops will be stored each night in classrooms in locked charging carts provided to the schools/classrooms near the beginning of the 2019-2020 school year
4. Student laptops will charge overnight in the locked charging carts in each classroom so those laptops will be ready for learning activities during each instructional day

5. Each classroom 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
6. Laptops in the elementary school classroom sets may be sent home with students for specific short-term projects – but only after the laptops are checked out to the individual students
    a. Elementary laptops to be sent home must be checked into inventory by the teacher (classroom sets are checked out to teachers)
    b. After being checked into inventory by the teacher, the laptops can then be checked out to individual students

Daily Distribution and Collection of Student Laptops
1. Although each school can develop its own daily distribution and collection plan, it is recommended that laptops be distributed to students in the classroom at the beginning of each school day and collected from students at the end of each school day in all Richland One elementary schools
2. The following strategy is offered as one method 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 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 teacher will instruct each student about retrieving his/her laptop from the charging cart each morning; every student should retrieve her/his laptop before the start of the first learning activity each day
    e. Each classroom 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 following the last learning activity each day and 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 morning, the teacher must unlock the charging cart before students begin arriving in the classroom so the laptops can be retrieved by students before learning activities begin for that day
    i. Students should have their student laptops throughout each school day, charged and ready for use in appropriate learning activities
    j. 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
    k. 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 should retrieve their student laptops from the charging carts before the start of each school day so those laptops are ready at the point and time of learning; learning activities should not be stopped, interrupted, or delayed so students can retrieve their laptops
4. All students must return their laptops to the charging carts before leaving school at the end of the day
5. No student laptops will go or be sent home with elementary school students (grades PK through 5) unless checked out of inventory to those specific students (as described in item 8 above)

Damaged and Broken Student Laptops

1. Please note that damaged and broken student laptops should be extremely rare in classroom 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 teacher
   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 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 always has two loaners in case those are needed
5. A 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 ticket will suffice) and secured in the student laptop room (formerly known as the DLE room) in the library media center
7. When the 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
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
2. The teacher will lock the cart(s) in his/her classroom and will leave the cart in the classroom
3. The teacher will label and turn in the keys to each cart in her/his classroom to the appropriate administrator as part of the end-of-year check out procedure at the school
4. 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
5. Prior to the start of the new school year, laptops will be moved to classrooms based on student name and scheduled teacher (class rosters for the new school year) so each student continues to use the same device while at that school

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 fifth grade classroom (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

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

Accountability for Student Laptops

1. There will be no charge to parents for insurance on student laptops kept and used only in classroom sets
2. Because parents will not pay for insurance for student laptops in grades PK through 5, it is imperative that those laptops do not go home with students except as described above for specific short-term projects for which the laptops are checked out to individual students
3. Students will be held accountable, under the acceptable use policy and the behavior/discipline code, for damage to and/or loss of laptops (which are considered school/district property) while in use in the classroom and/or outside the classroom
4. If a student transfers from school to another in the District, the laptop remains at the student's original school; his/her new school will issue a different laptop

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