Access for All

40,500+ devices into the hands of students

Principal Update 4-27-17

▸ Student Use of Technology Agreement - update

▸ Access for All - annual processes

▸ "WiFi for all" update

▸ Subscription renewal reminder

▸ Student Powered Showcase
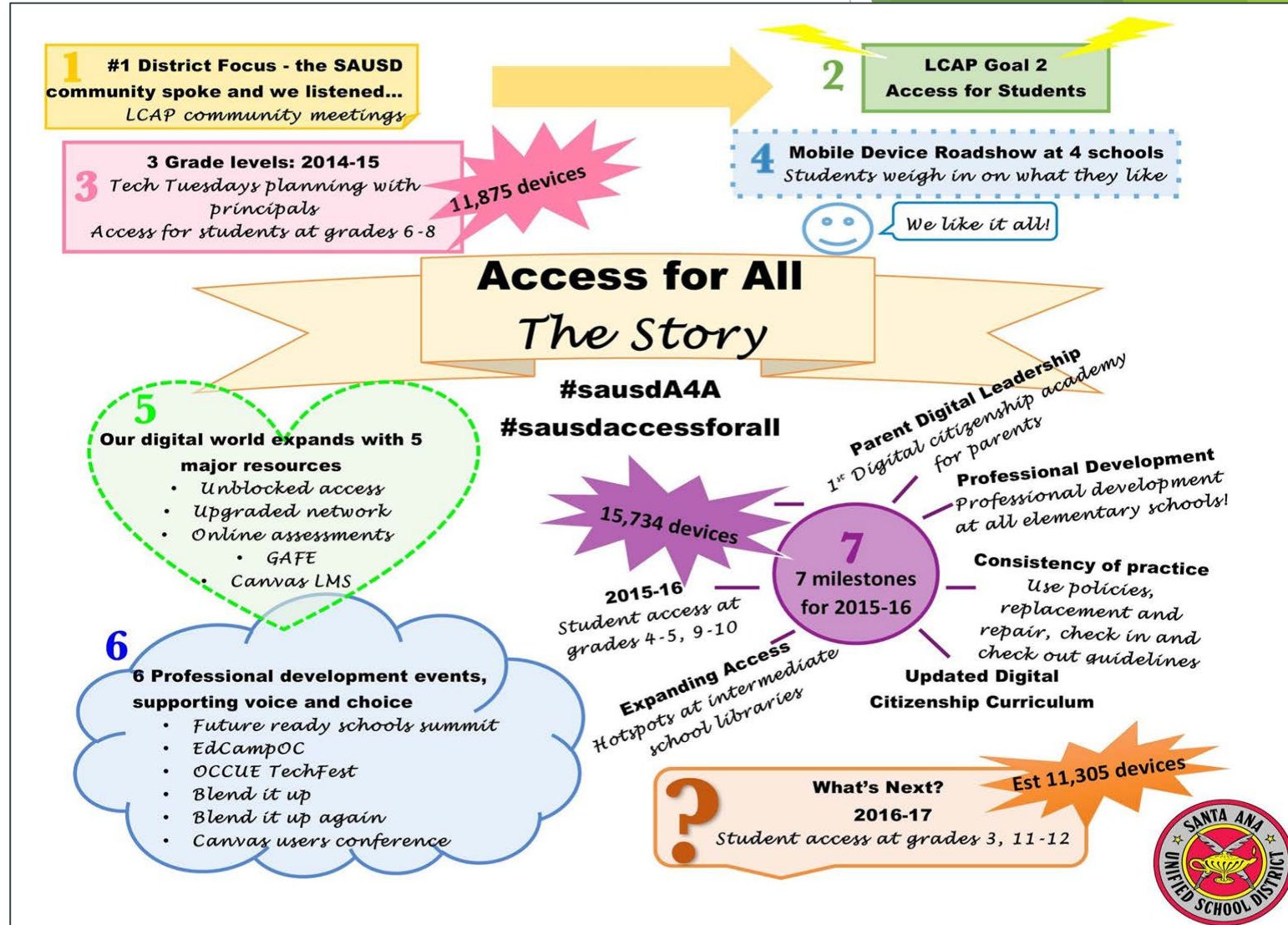
Student Technology Use Agreement BP/AR 6163.4

▸ BP & AR in process of being updated for 2017-18 school year.

▸ As soon as they are approved, an overview will be provided for school administrators, along with the revised SAUSD Student Technology Use Agreement.

▸ The new SAUSD Student Technology Use Agreement will reflect a consolidation of the Student Tech Use Agreement & the Mobile Device Use Policy, so there will only be one form to complete.

  ▸ It will be offered in a digital format, for those of you who would like to set up online stations for students/parents to review.

  ▸ It will be in English and Spanish

  ▸ It will include updated video to help with understanding.

  ▸ All students and parents/guardians need to sign the "wet signature" page, which needs to be kept on file.

  ▸ Students and parents/guardians do need to review and sign this each year, even if remaining at the same school.

Access for All Processes - http://www.sausd.us/Page/23255

- **End of school year - process for collecting chromebooks/ipads from students**
  - No Damage
  - Damaged Devices/Repair
  - Collection Data/Report

- **Replacement of equipment – depositing funds**

- **Beginning of year process - checkout/renew devices to students**
  - Prior to checkout
    - Student/parent signatures on SAUSD Student Technology Use Agreement
    - Insurance information provided to parents
  - Preparing for checking out process

- **Digital Citizenship Curriculum - beginning of year**

- **Mobile Device Insurance Processes**

Access for All Processes

- **End of school year - process for collecting chromebooks/ipads from students**
  - Identify school team working on checkout to provide training on process – (we have been updating library, technician and instructional assistant/technology staff on these processes)
  - Decide where you will collect devices from students: library or classroom
  - Plan for devices to be charged and turned on for inspection. Devices are visually checked for damage. Staff checks off damage or no damage on the **SAUSD Technology Equipment Collection Checklist.**
  - **No Damage**
    - The device is taken from the student and checked in to Destiny.
    - The storage bin (or cart) number is entered into Destiny on the patron record.
    - Checked out to go home for the summer (renewal): The device is renewed in Destiny for the summer only. At the beginning of the school year the student will need to bring in the device for renewal for the school year.
    - Undamaged devices are collected and stored in numbered bins (or carts).

Access for All Processes

Damaged Devices/Repair

- Any device that requires repair does not go home over the summer.
- Fines are assessed for damaged and lost or missing items such as power cords, etc. Fines are entered into Destiny.
- A copy of the collection checklist is attached to the device.
- The device is taken from the student and checked in on Destiny and marked "out for repair."
- The device is placed in a repair/storage bin (or cart) with a sign identifying it as needing repair.
- Devices for repair will be assessed to determine whether they will be repaired at the site level or entered as a work order for district repair.
- For district repair, a work order will be submitted
- When devices are returned to the school with repairs completed, their status in Destiny will be changed from "out for repair" to "available."

- **Collection data/reports**

  - After collection is completed, run Destiny report to reconcile school chromebook/ipad data – to determine number of devices, checkout info and repair status.

Access for All Processes

▸ **Replacement of equipment – depositing funds**

   ▸ Depositing funds and ordering replacement technology equipment:

      ▸ Funds/checks, gathered from parents or students or insurance company for replacement or repair of technology resources, will be deposited into specific site-based accounts in order to be used by your school to order or pay for replacement <u>or</u> repair costs.

      ▸ A copy of your student's **SAUSD Technology Equipment Collection Checklist** identifying the specific charges should be kept as a record for your funds, along with a receipt given to the student or parent.

      ▸ Identify the equipment or repairs that you need to order, based on the information you have gathered from your students' collection checklist.

      ▸ Contact purchasing for ordering information for replacement equipment.

How to deposit funds/checks received from

Parents or Students	Insurance company
1. Write the following account on your check for deposit: 019161-0-0000-0000-8699-xxx	1. Write the following account on your check for deposit: 019161-0-0000-0000-8699-xxx
2. Send your check(s) to Accounting department for deposit, attn: Accounts Receivable.	2. Send your check(s) to Accounting department for deposit, attn: Accounts Receivable.
3. Contact Budget staff to set up the budget for: Replacement cost: 019161-0-1308-1000-4300-xxx Repair cost: 019161-0-1308-1000-5630-xxx (xxx = your site code)	3. Contact Budget staff to set up the budget for: Replacement cost: 019161-0-1308-1000-4300-xxx (xxx = your site code)

Access for All Processes

▸ **Beginning of year process for checkout/renew devices to students**

▸ **Prior to checkout**

    ▸ Student/parent signatures on SAUSD Student Technology Use Agreement

    ▸ Insurance information provided to parents

▸ **Preparing for checking out process**

    ▸ Run Destiny reports to verify school data on number of chromebooks, checkouts, repairs (compare to report ran at end of school year)

    ▸ Checkout done through program verification or at beginning of school year

    ▸ Identify school team working on checkout to provide training on process

    ▸ Identify where checkout is held: library or classroom

Access for All Processes

▸**Digital Citizenship Curriculum**

  ▸ Students complete grade-level digital citizenship curriculum at the beginning of the school year.

▸ **Mobile Device Insurance Process**

  ▸ Schools will manage the insurance process with parents/students

  ▸ Provide parents with insurance options when signing the SAUSD Student Technology Use Agreement

  ▸ If district-owned equipment becomes damaged, facilitate and collect claim forms from parents, submit claim forms, and send in damaged devices.

    ▸ Principals can request policy data for their schools from the insurance carriers.

  ▸ Establish a system of loaner devices to check out to students with damaged devices that are being repaired.

"WiFi for All"

▸ 2015-16: Intermediate School Hotspots deployed via library checkout (ConnectEd Grant)

▸ 2016-17: Expansion of hotspots to all* schools (ConnectEd Grant). Quantity for schools established by a metric based on enrollment and Brightbytes survey data.

▸ All schools will check out hotspots to students through the libraries. Library staff will receive direction on the process, which has been documented.

▸ Our department is in the process of preparing the hotspots for checkout, and we anticipate that they will be ready for checkout by early May.

  ▸ Deployed through the library staff meetings held in May.

*Since high schools will be receiving hotspots through the 1Million Sprint grant for next year, their metric for the ConnectEd Grant is lower)

Subscription Renewal Reminder

School funds/district contract
Apex Credit Recovery - High Schools
Lexia - Elementary and some
    intermediate
MyOn - Elementary
Read 180 - Secondary

School funded
Reading Plus - Elementary
Smarty Ants - Elementary

District Subscriptions
Canvas - Prek-12
Discovery Education - Prek-12
Enchanted Learning - Prek-5
Encyclopedia Britannica - Prek-12
Gale Cengage - High schools
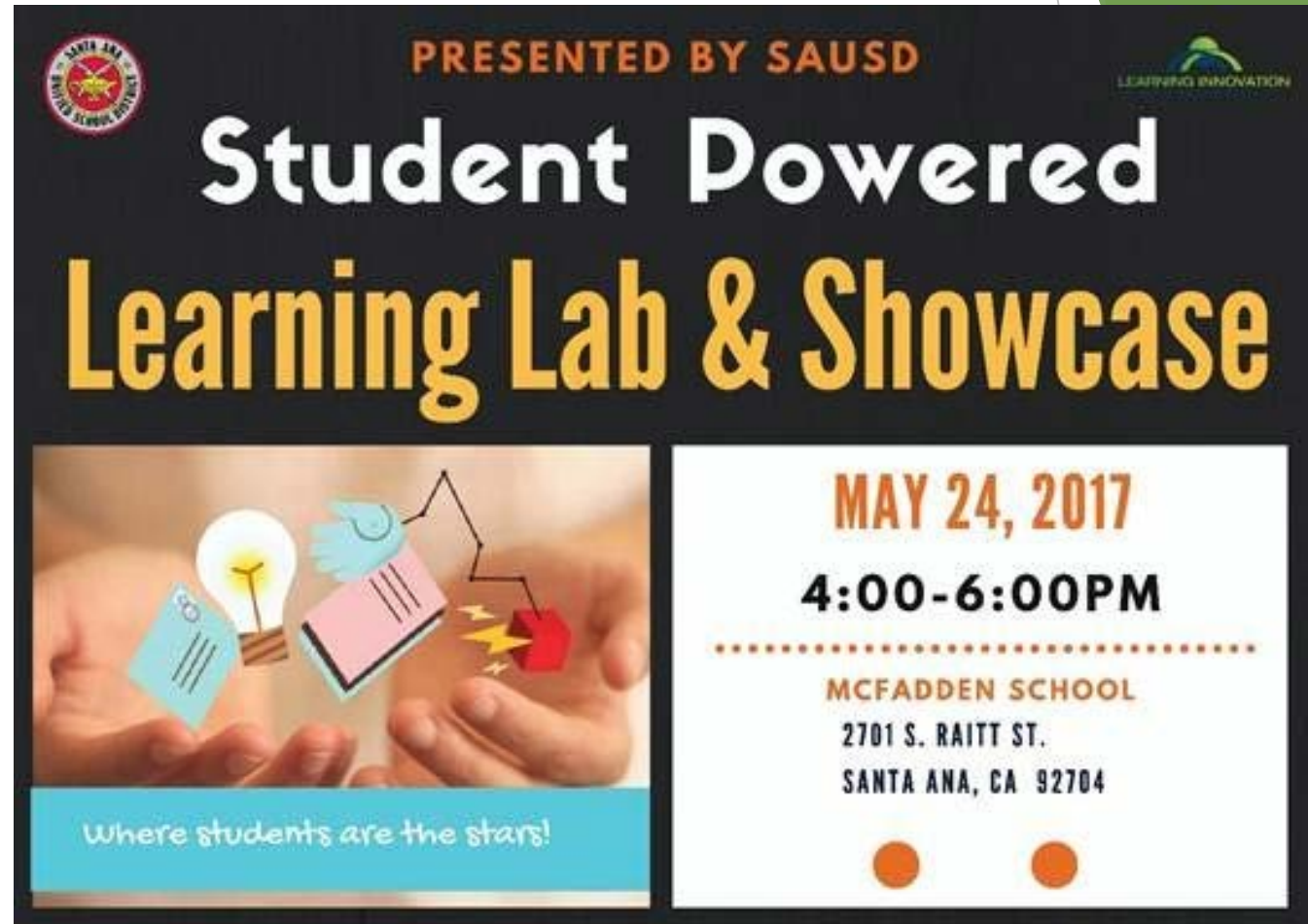Kaltura - Prek-12
Renaissance AR/STAR - K12
ST Math - Elementary
Tumblebooks - Elementary

Student Powered Learning Lab & Showcase May 24, 2017 4-6PM, McFadden Intermediate School

Are you a teacher or principal who would like to get ideas about how to infuse technology into teaching and learning?

Are you a parent or community member who would like to see our student's purposeful use of technology?

Do you want to have fun with hands on learning?

Join us for our Student-Powered Learning Lab & Showcase, where SAUSD teachers and their students will be showcasing and demonstrating their technology-infused projects and lessons