

Best Practices for Schools that Send Devices Home: Device and Documentation Management

Before a school sends devices home, it needs to establish organizational systems in two areas: managing student devices that will stay on campus, and tracking parent opt-in and opt-out choices. Below are best practices that each school can tailor to its own needs.

Managing Student Devices that Stay on Campus:

1. Share students' opt-in/opt-out status with your staff so that:
 - a. Teachers can plan lessons and homework accordingly.
 - b. Teachers and other staff can ensure that devices that are supposed to stay on campus stay on campus.
2. Identify a central location near the main office where devices can be checked out and checked in every day that is secure but accessible by staff throughout the day. This will allow:
 - a. Access for students arriving or leaving campus throughout the day.
 - b. Collection and secure storage of any device lost during the day.
 - c. Availability of multiple main office staff to check devices in/out.
3. Develop policies for before- and after-school programs.
 - a. Communicate expectations to parents so they know whether you will support device use on campus outside of school hours.
4. Establish and communicate an intervention plan for infractions
 - a. Ensure that students, parents, and staff know how violation of the opt-out policy aligns with your school's existing intervention plan.

Tracking Parents' Opt-in and Opt-out Choices:

For the 2015-16 school year, ITI will use MISIS to digitally track which students are authorized to take devices home and which students are keeping devices on campus.

- Well before device distribution, the school's Distribution Support Team (DST) will collect Parent Acknowledgement forms and change the status of each student from opt-out to opt-in, when requested by parents.
 - o Only after the DST has recorded the choice on a student's Parent Acknowledgement form will the student be able to receive a device.
 - o The DST includes your Instructional Device Managers and MCSAs and ITFs from ITI.
- At the end of the distribution, the school principal and designee will be given a summary of students keeping devices on campus and a summary of each student's family's individual preference. For all students receiving a device after the initial distribution, your Instructional Device Manager will update the MISIS records for your school.