



Purpose of Document

Provide information that will help you plan and execute a distribution, usage, and collection plan for the Summer School program at the resident school that received devices as part of the ITI 1:1 rollout.

Summer School Distribution Preparation

- **Plan:** Plan a Summer Distribution/Collection Plan.
- **Student SSO** password reset must be complete for students to enroll into **and** use the device:
<http://home.lausd.net/apps/news/article/544651>
- **Collect Forms:**
 - RUP
 - Media Release*
 - Parent Acknowledgement*

*If schools have a record of Media Release and Parent Acknowledgement forms for returning students, they do not need to re-collect the documents.
- **Digital Citizenship:** Lessons to be taught through Common Sense Media
- **Devices:**
 - New students must use unassigned devices that have been reset
 - Returning students must use the same device from previous year
- **Labels:** Create Student ID Labels and apply to device prior to summer distribution:
- **Instructional Device Manager (IDM):** The school should have a designated IDM who will be responsible for checking-out devices to students and checking them back in using the new IT Asset Management System for Managing Devices (please click on the link in order to learn more and obtain the necessary training at: <https://achieve.lausd.net/ITAM>).

Summer School Distribution

Asset Management: When removing devices from the summer storage container please use sign-off sheet to record number of devices taken. Use the new IT Asset Management System to scan devices out to students. <https://achieve.lausd.net/ITAM>

- **Device Enrollment:** Personalize Device to New Student:
 - iPad: [Enrollment Process](#)
 - Surface/Yoga: for device enrollment assistance, please submit a service ticket to Online Services
 - Chromes: [Initial Process](#)



Summer School Collection

Asset Management: Use the new IT Asset Management System to scan devices back from students. When returning devices to the Summer Storage Container update the same sign-off sheet used when devices were initially removed. <https://achieve.lausd.net/ITAM>

- **Summer Storage:**
 - If student is returning in the Fall:
 - ◆ Power off the device
 - ◆ Store in the Summer Storage Container to redistribute to the same student in the Fall.
 - If student is not returning in the Fall:
 - ◆ Reset device:
 - ◆ iPads: The Mobile Device Manager must reset through MDM ([Instructions here](#))
 - Other devices: Students Log Off
 - ◆ Remove Student ID Label
 - ◆ Store in the summer storage container to distribute to a new student in the Fall