



Purpose of Document

Provide information that will help you plan and execute a collection strategy that sets the stage for kicking off a fast, efficient distribution of devices when the next school year begins.

Collection Objectives:

Devices are at the school's summer storage container:

Returning student devices are checked back into Remedy and stored in summer storage container.

Matriculating / graduating student devices are blue-dot stickered, checked back into Remedy, and stored/ identified in summer storage container for Fall preparation.

Non-returning **teacher devices** are checked back into Remedy and stored in summer storage container.

Non-working Devices:

Non-working devices are red-dot stickered, reported damage by **creating Remedy Ticket for possible repair**.

The transit of red-dot stickered devices to Soto or to the vendor is initiated by the school in Remedy.

Devices may be replaced if enrollment requires it.

Administrative tasks

Police reports filed for all missing devices and reflected in Remedy.

Keys to summer storage container held by Principal and Director of ITD Asset Management.

Collection Strategies

Five Primary Factors when Planning Collection:

Collection Team	Who will help? Involving volunteers, tech squad, parents, and others is an idea.
Collection Location	Where will the device collection take place?
Collection Segments	Will we collect all devices in one effort (or multiple days) or will we collect Matriculating / Graduating devices separately from the rest?
Device Sorting	When and where will devices be sorted in preparation for fall distribution?
Collection Containers	How will devices be moved from collection points to safe room?



The most common options for each of the five primary factors are listed here.

Collection location	Collection Segments	Sorting
Centralized Model	Matriculating / Graduating (M / G) Non-Working Devices (Non-WD) Returning	At collection time
Classroom Model	Matriculating / Graduating (M/G) Non-Working Devices (Non-WD) Returning	When loading Summer Storage Container (SSC)
Hybrid	No segmentation – all devices collected at same time	No specified sort order

Recommendation

Collection location	Device Collection Segmentation	Sorting
Centralized Model	M / G First Returning and Non-WD together	At time of collection

- Collect student devices in a centralized location, by grade level and by student last name, in ascending alphabetical order
- Collect devices from matriculating / graduating students separately from the rest of students, preferably first

Benefits of Recommended Collection Strategy

- Prepare you for fall distribution
- Minimizes the number of times a device is handled before it lands in its final summer storage container
- Allows students to (indirectly) help, by bringing devices to collection point in the sequence you want for storage

Best-Fit Collection Strategy

- Creating a collection plan can begin with choosing / considering an option for each of the five primary factors and then developing the collection plan based on the combination of options you chose.
- The best collection strategy for a school might be based on a different set of primary factors. Available options might also be different. However, this framework – primary factor + available options – can be used to help you organize your Summer Storage Collection plan.



Helpful Tips

1. Store devices for returning students in summer storage container by grade level and student last name, ascending alpha order.
2. Identify non-working devices with red-stickers in the summer storage container and create a Remedy ticket. Make them accessible for IT Customer Support personnel to **check if they can be repaired**.
3. Collect devices from matriculating / graduating students first. Allow time to take appropriate action for students who fail to return a device.
4. Load devices collected from matriculating / graduating students into summer storage container LAST. These devices need to be accessed first when preparing for fall; they will be prepared for incoming students.
5. Organize collection so devices are collected in sort sequence needed for storage.
6. Collect devices in a central location – choose a centralized collection strategy.

Safety Requirement: Device collection point cannot occur at the Safe Room