



Purpose of Document

Prepare devices so students receive the same ITI device for the 2019 -20 school year. Also prepare student devices and peripherals for annual IT Asset physical inventory and collection for summer storage.

Pre-Collection Objectives:

1. Devices are clearly labeled to be issued to the same returning students in the fall.
2. iPads: Students have recorded passcodes on the label in the back of the device, change passcode to 0000, or remove it for matriculating students.
3. Yogas/Surfaces/Chromebooks: Students have logged out of the device.
4. Damaged and non-working devices have been identified with red-dot stickers.
5. Devices in classroom carts that are not being used have been removed from cart and added to school managed inventory (SMI).

Classroom Toolkits

Schools must purchase:

Required Resources & Materials Below

(Available in the LAUSD Store)

- Student Identification Labels (Avery 5161 Template not available in LAUSD store)
- 1 sheet of red-dot stickers (SKU# 615-51-26022 -- \$1.68 for 450 in box)
- 1 sheet of blue-dot stickers (SKU# 615-51-26066 -- \$1.68 for 450 in box)
- Small Ziploc bags for peripherals for each student (for Take-Home iPad schools only, SKU# 640-60-00606 -- \$16.89 for 250)
- Large Ziploc bags for peripherals for each student (for Take-Home Chromebook schools only, SKU# 640-60-00810 -- \$26.99 for 250)

Recommended

- 1 large Ziploc bag for storing Apple TV and peripherals (For non-returning teacher use only, SKU# 640-60-00810)
- Cleaning wipes (<http://tinyurl.com/AntiStaticWipe>)



Before You Begin

- Review the [Summer Storage Video](#)
- Email ITAssetMgmt@lausd.net if you need assistance creating Student ID Labels
- Purchase, organize, and distribute the **Classroom Toolkits**.
- Be sure students **will not** need to use their devices once the summer storage prep work is complete
- Review the Restitution Policy
- Verify that devices are fully charged
- Pre-collection device preparation should be done just before Collection is scheduled to occur
- Take Home Schools: determine peripheral collection & storage will apply to any students in the class
- Know your school’s plan for earbud storage, e.g., will earbuds be collected and stored for the student? Will students take earbuds home for the summer and bring them back in the fall?

Teacher Instructions

In-Class Tasks to Complete by Students

Step 1: Clean

Cleaning the devices is recommended (without removal of the case). Please distribute the recommended wipes.

Step 2: Labels

Take home schools *may* need to print two (2) **Student Identification labels** for each student.

Hand out the Student Identification labels. Students should have their device and peripheral storage ready so labels can be applied as soon as they receive them.

The 1st student ID label is for the back of the student’s device.

The 2nd student ID label is for the student’s peripheral storage (Take Home Schools).

ASK STUDENTS TO VERIFY THAT THE LABEL PLACED ON THE BACK OF THEIR DEVICE IDENTIFIES THEM.

| iPad Schools | Yoga/Surface Schools | Chromebook Schools |
|---|--|---|
| Student may place a label on their small zip lock bag for their peripherals (Label is easier to apply if the bag is empty). | Students may place a label on their device sleeve. | Students may place a label on their large zip lock peripheral bag (Label is easier to apply if the bag is empty). |



Step 3: Passcodes & Passwords

| iPad Schools | Yoga/Surface Schools | Chromebook Schools |
|---|---|---|
| <p>Returning students will be getting their devices back in the fall. Based on school-site decision, each student should either write their passcode in the available blank space on the ID label OR change the passcode to 0000 as a school-wide practice.</p> <p>Matriculating / graduating students should remove the</p> | <p>Returning students will be getting their devices back in the fall. Based on school-site decision, students should log out of their account.</p> <p>Matriculating / graduating students should also log out of their account.</p> | <p>Returning students will be getting their devices back in the fall. Based on school-site decision, students should log out of their account.</p> <p>Matriculating / graduating students should also log out of their account and remove the user.</p> |

Step 4: Peripherals

| iPad Schools | Yoga/Surface Schools | Chromebook Schools |
|--|---|---|
| <p>Student returns power brick and lightning cable in small zip lock bag.</p> <p>Teacher verifies items as complete and undamaged.</p> | <p>Student returns keyboard (if detachable), sleeve, power adaptor, powercord, and stylus.</p> <p>Teacher verifies items as complete and undam-</p> | <p>Student returns the cases, power adaptor and powercord.</p> <p>Teacher verifies items as complete and undamaged.</p> |



Step 5: Damage

- The red-dot labels in the Classroom Kit are used in this step. A red dot represents BROKEN, DAMAGE, or NOT-WORKING.
- This is the last best chance to make sure all devices and peripherals are in good working order before they are stored away for the summer.

Devices

- Ask students if their devices have anything broken or not working properly or just not turning on. The following are the most commonly occurring problems:

| | |
|---|--|
| Display screen is visibly cracked | Display screen has burned out pixels |
| Battery does not hold a charge | Headphone port not working – something is stuck inside |
| ** A missing kickstand for an iPad case is not considered a damaged device. | |
| ** Missing case flaps for any of the case ports is not considered a damaged device. | |

- If any broken, damaged, and not-working devices are identified, have the student place a red-dot label on the back of the device.

Peripherals

- If students have damaged peripherals, they need a red-dot sticker to apply to their peripheral device storage bag.
- If students do not return peripherals, schools may assign a fine, according to the Restitution Policy. Please track students that do not return peripherals.

Step 6: Matriculating / Graduating

- Matriculating / graduating students may back up desired files in Google Drive, delete any personal data they have on their device, and log out.
- Matriculating / graduating students must affix blue dot stickers to the back of their device and peripheral storage bag.

Step 7: Charge & Power Off

- iPads must be plugged in to charge before powering off. iPads will power back on if placed to charge after it's been turned off. Other devices may power off before placed to charge. It is best for device to have a near full charge before long term storage.



Tips and Techniques

- You can customize the Pre-Collection process to best suit your class and your school's summer storage collection strategy.
- The Student ID labels are printed in order by student last name, ascending alpha order.
- If a label is ruined and can't be used, a paper copy of the label can be taped to the device or peripheral storage bag
- When student's identification information is manually provided, besides student's name, also include birth date and grade level
- There will be blank adhesive labels on the sheets of Student ID labels; these can be used when an extra label is needed
- Do not use **post-it notes** to record information needed for physical inventory, storage or distribution in the fall; they get knocked off too easily
- If you have a student in your class for whom there are no pre-printed labels, the student's information can be hand-written on paper and taped to the device
- If your students do not have any peripherals, you can keep the small zip lock bags (and use them for something else)
- Peripherals:
 - o iPads/Chromes: if your school does not use the 2nd Student ID Label, the zip lock bags can be used to store peripherals, but stored as a generic unit that is ready to be distributed to any student in the future.
 - o Yogas/Surfaces: The device, keyboard, and stylus will remain together to be redistributed to the student. The power adapter and cord will be stored in the sleeve as a generic unit that is ready to be distributed to any student in the future.