



Los Angeles Unified School District

# Learning Device Readiness

## A Step-by-Step Guide for Schools

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Go to: <https://achieve.lausd.net/itam> to access the latest version and additional resources.

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# Learning Device Readiness Guide for Schools

## Introduction

### Device Inventory Management

Device Inventory Management across the District is critical to accurately measure and report that every student has a viable computing and connectivity device and ensure learning equity for all students.

### Instructional Device Manager (IDM)

Each site administrator must designate a staff member to serve as an Instructional Device Manager. An IDM can be a site-funded IT support assistant or technician, computer lab teacher, librarian, library aide, instructional aide-computer lab, or anyone else on staff that the principal designates.

The IDM plays a critical role in ensuring that each school is able to check in/out computing devices and/or hotspots to students and employees, conduct annual computing device inventory, and maintain all device records correctly logged in the IT Asset Management System (Remedy).

### Device Inventory Audits

The Office of the Inspector General will be scheduling on-going audits to ensure that schools are keeping track of devices.

### Additional Resources

Schools may use general or TSP funds to bring additional support to assist with the device inventory management process.

## School Site Inventory and Needs Assessment

### Complete the Annual Site Computer Inventory Certification (Due June 30th)

1. Designate an Instructional Device Manager (IDM)
  - a. [Step-by-step instructions](#)
2. Perform an annual physical inventory of all learning devices / hotspots on campus and update their status in Remedy (i.e. in-inventory, lost, damaged, etc.)
  - a. [Step-by-step instructions](#)
    - i. Devices assigned to students & employees must be in checked out status.
3. Complete the school site computer inventory certification by June 30th
  - a. Login to Principal Portal: <https://principalportal.lausd.net>
  - b. Select Administrator Certification
  - c. Scroll to the end "Site Computer Inventory Policy"
  - d. Enter date and submit

### Determine Device Needs

1. The ITD project team determines device needs based on Remedy reports and ECAST data. In order to determine if a school is at a deficit or surplus, we used the formula below:  
*student enrollment + 5% (buffer) - usable devices = deficit or surplus*
  - a. The report for usable devices includes:
    - i. Devices that are four years old and newer
    - ii. Status: in inventory, deployed, and transferred
    - iii. Device type: Chromebooks and iPads
  - b. The report for usable devices does not include:
    - i. Devices that are in salvage storage and parent center room
    - ii. Status reason: lost/stolen and pending salvage
    - iii. Benchmark training Chromebooks
  - c. To see the list of usable devices for your school, [click here for the report!](#)
  - d. If there is a disconnect between device needs and actual inventory availability:
    - i. [Contact the IT Liaison assigned to your Local District](#)
2. School site inventory reports are available using the link below
  - a. <https://achieve.lausd.net/Page/16850>
3. The ITD project team will coordinate the delivery of refresh devices to schools that need them by June 30th. Go to the [Device Refresh FAQ](#) for more information.

## Collection, Sanitation, and Distribution of Devices

### Collect Devices From Matriculating and Graduating Students

1. Collect computing devices and hotspots from matriculating students
2. Follow the [Device Collection Guidelines](#)
  - a. Elementary Schools with iPads and Chromebooks: (K-2 iPads, 3-5 Chromebooks)
    - i. Collect devices from matriculating students
    - ii. Follow [section 4 of the ITAM handbook](#) to place devices in inventory
    - iii. Follow [M&O procedures for sanitizing devices](#)
    - iv. Schedule device swap for students going into 3rd grade
    - v. Collect iPad, and follow [section 4 of the ITAM handbook](#)
    - vi. Issue Chromebook to the student and follow [section 1 of the ITAM handbook](#) to update the device record in the IT Asset Management System
3. [M&O procedures for sanitizing devices](#)
4. [iPad configuration process for new students](#)
5. Report damaged devices or request repair by following [section 6 of the ITAM handbook](#)
  - a. A student's parent or guardian is liable for any LAUSD property that a student loses or damages. To charge a fine, follow the restitution procedures [BUL.5509.3](#)
  - b. Device replacement cost:
    - i. \$250 - Chromebook
    - ii. \$400 - WiFi iPad
    - iii. \$500 - LTE iPad
    - iv. \$50 - MiFi Hotspot
6. **Devices not returned by matriculating and graduating students** should be reported as lost so they can be disabled. Report lost or stolen devices by [following section 7](#)
7. Search for device information by user [following section 10](#)

### Cleaning and Preparing Devices for Distribution

1. Follow [M&O procedures for sanitizing devices](#)
2. Device Distribution for Staff
  - a. Devices to be issued to instructional staff using the school's inventory
    - i. If devices are not available, site administrators follow the standard procurement process to purchase new devices
  - b. Hotspots with connectivity can be ordered using the following link:
    - i. <https://lausd-myit.onbmc.com>

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- c. Issue devices to the employees and follow [section 2 of the ITAM handbook](#) to update the device record in the IT Asset Management System
  - 3. Device Distribution for Students
    - a. Identify / prepare devices & accessories for distribution
    - b. Contact families to schedule device distribution
    - c. Parents must complete and submit a **Parent Acknowledgement Form** for each of their students whether opting-in or opting-out of devices and connectivity.
      - i. The latest form is available at <https://achieve.lausd.net/itam>
    - d. Issue devices to students and follow [section 1 of the ITAM handbook](#) to update the device record in the IT Asset Management System
  - 4. Wi-Fi Hotspot Distribution
    - a. Provide from existing school's inventory
      - i. Issue hotspots to students in need of District provided connectivity and follow [section 1 of the ITAM handbook](#) to update the device record in the IT Asset Management System
    - b. Request additional hotspots by submitting a ticket at <https://lausd-myit.onbmc.com>
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