

JEFCEOED Digital Device Procedures for District Administrators

- All JEFCEOED students should have an assigned device checked out to them at the beginning of each school year. A charger must be issued with the device.
- Students who damage a device beyond repair, destroy a device, or lose a device during a school year WILL NOT be provided with another device for personal checkout. These students must be provided with a device for use as needed in the classroom.
 - These students should be allowed to use a chromebook on a case by case basis as needed for instructional purposes.
 - If the parent of a student chooses to donate the amount of a replacement chromebook, then the student would be allowed to check out another device during that school year once those funds are received. The donation must be made to the local school. The office coordinator should coordinate with the media specialist for proper coding of all devices in the inventory portal. The current replacement amount is \$346.32.
- All student devices must be checked in each school year prior to summer dismissal.
 - Devices must be checked in from students who leave the district prior to the end of the school year or at the time of their withdrawal.
 - Device return must be a part of the withdrawal checklist, as well as the end of the year checklist prior to issuance of report cards.
 - If a student does not return a device at the end of the school year or the returned device is broken beyond repair, the student will begin the next school year being provided with a device for use as needed in the classroom.
- If additional devices are needed based on enrollment, principals should submit the designated Google form to make requests.
 - The number of student chromebooks to be delivered will be based on data inside the inventory portal as compared to the student enrollment numbers in the student information system.
 - Administrators should facilitate ongoing communication with their school librarian to verify device data for accuracy.
 - Inventory records should be kept current and accurate. Examples include coding devices as damaged or lost in the inventory system when applicable.
 - Damaged devices will be picked up by a contract vendor and/or JEFCEOED personnel for repair.
 - Once returned to the school as repaired, librarians should recode the device accordingly.
- Students who change classes that do not have a locker should be directed to place their device in a designated location predetermined by the administration at the local school when changing classes and locations. The location must be secure.
- Administrators should provide guidance for students on which locations devices may be taken on campus. Example: Students should be advised where to place devices during lunch due to the likelihood of damage in this area.
- Students may take devices home based on instructional needs each day, just as they would a textbook or instructional materials. If students do not take devices home, a charging option will be needed at the local school level for instructional purposes.
- Implementing a school procedure for class sets of devices is not an approved alternative to student assigned device checkout.
- The district will budget for the replacement of student devices based on need, device end of life, and security on an annual basis.