## School Processes for the Learning Technology Plan 6/18/18 (Recommended) **Before Distribution** Distribute s student Assist parents Notify parents Hold Parent parent packet and students under Orientation including in creating 13? insurance agreement Apple ID window opens and if there are any Ensure devices are outstanding You're done! ready for checkout No Apple ID required iPad fees iPad DIstribution Day(s) Check for Help students Use Follett student prepare and completion of BYOD? Destiny to You're done! setup device check out paperwork and and accounts device to Apple ID student Send home Assist parents parent info on in setting Wait for fee Any **Parents** restrictions outstanding payment before restrictions attending? and using iPad fees? checking out and using device device 3.1 An iPad needs service 3.2 An iPad is lost or stolen 3.3 Enrollment or staffing changes Immediately inform school Submit a work order and follow Submit a work order administration and SRO return directions if shop repair Find my iPad Teacher or student? enabled or lost Return or request? in school? -Teacher-Return-Set aside for from student in DTS. Attempt to locate Destiny then set Replacement will device. If location is Follow check During the school year aside for DTS be sent unfamiliar, report to in process (4) DTS will SRO. below with deliver new user device to Use school spare fleet to assign temporary device to student (optional) Use Missing work order to school report to DTS (including police report if needed) Have user reset device Covered by insurance? Teacher Based on outcome communicate fee to family or or Store for student? close ticket if found replacement Notify parent of or return fee after Student Device receiving DTS replacement will Fee/service Follow notification be delivered to paperwork complete? Teacher school. Check check out Yės out to user in processes Destiny and above (1 & 2) Notify DTS ee/service inform parent. complete? Deliver device to Replacement device will be teacher and direct delivered to school. Check to setup directions Yės out to user in Destiny. Report to DTS You're done! You're done! You're done! DIsable iCloud and passcode, n genera Inspect All items Battery at shut down device. Erase if good device returned? least 40% device is for non-returning user. repair? Check in device At Checkir Νο Νο Νο in Destiny and store for Follow Either note for Student Teacher returning or new procedure for return by charge prior to or student student use. damage deadline, or storage reporting (3.1) assess charge above Teacher

Submit work order for DTS to collect

device.

You're done!