

1. Pre- Distribution

- Create 1:1 planning team to plan and disseminate information to staff
 - Admin
 - User support/TC
 - Media specialist
 - Other Stakeholders
- New schools – inform staff, students and parents of pending 1:1 status
 - Explain the goal of the 1:1 project.
 - Send information about the 1:1 program and technology fee to parents
 - Send information Device Use Agreement home.
- Add the Technology Fee to School Cash
- Prepare for delivery of 1:1 chromebooks over the summer (if New School)
 - Contact that will receive the chromebooks
 - Designated area to store chromebooks until distributed
- Collect Forms and Fees
 - Device Use Agreement
 - Technology Fee
- Identify chromebooks that are available for students
 - Create ID tag for student assigned to chromebook and attach to case
 - Chromebooks from students no longer at the school
 - New chromebooks
- Update chromebook assignment tracking database for new students
- Plan process for assigning loaners to students
 - If student forgets chromebook
 - If student forgets to charge chromebook
 - If student's chromebook needs to go out for repair
- Plan process for in-house troubleshooting
 - Classroom
 - Spares

2. Distribution

- Distribution can begin as early as August 20, 2018
 - DTI recommends distributing at back to school events
 - Students passwords will be reset as close to start of school as possible
- Verify Forms and Technology Fee have been collected for each student
- Quick visual inspection of chromebook and case for any obvious damage
 - Check for correct power adapter
 - Check case and chromebook is in good condition
- Record chromebook assignment information (Chromebook, charger, case and student assigned).

3. Post-Distribution

- Begin collecting chromebooks starting June 4
- DTI suggests collecting by different grade for each day
 - During collection students will clear profiles and clean chromebook with DTI provided tools and instructions for cleaning
 - Check for damages/broken chromebooks, chargers, and cases
 - If chromebook is damaged set aside for DTI
 - Check-In chromebooks for students graduating/moving to new school
- Chromebooks will be stored in their cases over the summer in school designated secure storage location