

## Chromebook Distribution Best Practices for 2019-20

The Department of Technology Infrastructure and School Administration and Leadership is recommending the following best practices with regard to Chromebook distribution in order to:

- Enable User Support Specialists to utilize their contractual time to prepare for chromebook distribution and complete the set-up of teacher devices and classroom equipment without requiring the need for schools to provide additional compensation during the summer.
- Allow identified staff work days provided at the beginning of the school year to be utilized for the planning and distribution process of chromebooks.
- Allow time for student passwords to be reset and profiles restored/deleted beginning on Labor Day.
- Allow time for schools to deliver digital citizenship lessons by September 15.

### Best Practices:

- Beginning August 1, schools may begin to distribute the *Electronic Device Usage Agreement* and the *Technology Fee and Coverages* document. Signed forms and fees must be collected prior to device distribution no earlier than the first day of school [https://education.fcps.org/techservices/1to1\\_forms](https://education.fcps.org/techservices/1to1_forms).
- If your school holds a “Back to School” event prior to the first day of school, it is highly recommended that forms be distributed to parents to complete and fees be collected. However, devices should not be released to students no earlier than the first day of school.
- Schools distribute Chromebooks starting on the first day of school and should have all devices distributed no later than September 15.
- Fee waivers should be handled on a case by case basis and an *Electronic Device Usage Agreement* completed for each student regardless of whether they pay the full fee or not. It is expected that students will pay the full technology usage fee unless they demonstrate need for a reduced or full fee waiver to school administration.
- By September 15, schools will ensure that all students have been instructed on digital citizenship expectations and appropriate use of technology. [https://docs.google.com/spreadsheets/d/1ArAifOhsvS0SwU8RyOvG\\_a0E9epOqxsBefVVS\\_V04c/edit#gid=0](https://docs.google.com/spreadsheets/d/1ArAifOhsvS0SwU8RyOvG_a0E9epOqxsBefVVS_V04c/edit#gid=0)
- If a student requires the use of a FCPS chromebook during the summer for instructional purposes, the principal should seek permission from their instructional director and the Department of Technology Infrastructure. If permission is granted, an *Electronic Device Usage Agreement* must be completed and the device should be returned to the school by August 15.

Principals are not encouraged to use *school funds* to compensate user support specialists/media specialists during the summer to prepare for Chromebook distribution. If a principal determines that their school will require additional time to prepare chromebook distribution and are considering the use of school funds for this purpose, permission should be granted by their instructional director.