

Computer and Tablet Check-Out Information

- **This program is designed for parents and students who do not have access to mobile devices at home.** We already know that we do not have enough devices for all students to check-out, so we have to do our best to put the devices in the hands of students who need them. **We need to reinforce this point with our parents as much as possible.** For households with multiple children, **we are recommending that you initially issue 1 device for every 2 children.** Should we have devices remaining after Monday's initial check-out, we can circle back and issue additional devices to those parents later in the week.
- Device check-out is being advertised for all schools on Monday, March 30, 2020. Secondary schools will have check-out from 8:30 a.m. to 12:30 p.m. and elementary schools will have check-out from 1:30 p.m. to 4:30 p.m. In addition to this time, you are free to establish longer hours or additional days **after** your scheduled time on March 30, 2020. Have a secondary plan for when parents/students arrive to pick up a device outside of the designated times, including the remainder of the week.
- Students assigned to JIEC and HSEC will need to pick up devices from their home school, as we do not have mobile devices for check-out at these locations.
- OTIS technicians will be assigned to support schools with device preparation between Wednesday, March 25 and Friday, March 27, 2020. There will also be a technician on each campus during the check-out windows above to assist with device distribution.
- **Schools will have the flexibility to determine the logistics of how they want to receive parents on Monday March 30, 2020.** We are recommending that schools create a scheduling protocol this week to manage the flow of parents on Monday:
 - **Use one of the many scheduling platforms available** and send parent communication this week asking parents to sign-up for a time (online, via phone, etc.).
 - **Communication should encourage only one person per family come to the school for check-out. Elementary and Middle Schools may only check-out devices to the listed parent/guardians of their student. High Schools may issue devices to the actual students as well.**
 - **Devices should not be issued to anyone other than the listed parent/guardian of the student or, in the case of high schools, the student themselves.**
 - **Schools should only issue devices to students enrolled on their campus and should be verifying that student enrollment and the identity of every person checking out a device.**
 - To the maximum extent possible, please try and **prioritize the scheduling of your low SES students on the schedule.** While we cannot ask parents/students about their Free/Reduced lunch status, or advertise that we are prioritizing lower SES students in the process, we know who these students are and can try and arrange them accordingly.
 - Plan to use the OTIS technician, your RMA, your LDC to assist with device distribution.
 - Bookkeepers, Registrars, Student System Data Entry Operators, Assessment Coordinators, Administrative Assistants, and Administrators also have the access and should supplement the check-out process as needed.
 - We anticipate it will take approximately 5-7 minutes per check-out.
 - Please use the masks and gloves located in your clinic area for any staff member who requests them and is assisting with device distribution.
 - Plan distribution traffic flows (one-way in, one-way out, no more than 10 people in an area at a time, etc.).
 - Have cleaner and paper towels available.

- SSPS is also communicating with clinic assistants, LPNs, and school nurses to return to schools prior to device distribution, so they can assist you with screening incoming visitors.
 - **Follow CDC guidelines for social distancing to the maximum extent possible.**
- Because there is some uncertainty about how many students are going to attempt to check-out devices, we are deploying as many devices as possible. You will get a listing of eligible device from OTIS this week and should use this list to gather devices for check-out prior to Monday, March 30, 2020.
 - We are recommending checking out **i-Pads to Pre-K through 2nd grade students and laptops to grades 3-12.**
 - All devices, regardless of funding source, are being put on the list for distribution. OTIS is also going to prepare some of your recently “aged-out” devices for check-out should we need them.
 - We will survey each school’s device situation after the Monday check-out and will then determine if we can shift devices between schools to address un-met demand.
 - **We will provide a one-page Quick Start Guide for distance learning that can be distributed to parents at the time of check-out.**
- **All check-outs need to be completed digitally or on a paper form MIS 193.** The preference is to utilize the District’s inventory management software TipWebIT. Parents will acknowledge receipt of the device and the District’s terms and conditions for acceptable use and loss/damage procedures at the time of check-out. For school’s using TipWebIT, the devices being used to check-out devices must have an internet connection, so **please test the connection in your planned distribution area prior to Monday, March 30, 2020. Any schools utilizing paper MIS forms need to make plans to have the information entered into TipWebIT within 24 hours. Devices absolutely cannot be issued without one of these two inventory control processes being completed, as schools will be held individually accountable for devices that are not properly entered and tracked in TipWebIT.**
- **At check-out, we need to set the expectation that devices are returned to the school should schools reopen before the end of the school year. If we do not reopen this school year, devices should be returned by Friday, May 29, 2020, unless otherwise communicated at a later date.**