

Standard Operating Procedure Outline			
Category:	Instructional Management	Department:	Information Technology Department
Procedure:	Student Technology Distribution and Collection		
Policy Reference # :	IM 4.160	Version:	1.0
		Date:	March 12, 2010
Operational Objective(s)			
<ul style="list-style-type: none"> To give school administrators guidance on distributing to and collecting mobile devices to from students 			
Procedure			
<p>The procedures in this document apply to all students who receive MNPS provided mobile computing devices. Each principal is responsible for insuring that MNPS policies as they relate to this equipment and use are followed by their students.</p> <p>A. Beginning of Year Procedures</p> <p>1. Individual School or IT Department</p> <p>1.1 Prior to each school year, the individual school or IT Department will work with school principals to obtain the number of students who require laptops.</p> <p>1.2 The individual school or IT Department will inventory all laptops and keep all records.</p> <p>1.3 The individual school or IT Department will distribute the Student Mobile Computing Device Policy and Agreement form to the principal at each school prior to distributing laptops to school staff.</p> <p>1.4 The individual school or IT Department will distribute each laptop to the appropriate student through his/her AP/Honors classroom or homeroom teacher.</p> <p>1.5 In addition to the laptop, the individual school or IT Department will provide 1 laptop case or bag, 1 power supply, 1 network patch cable if required.</p> <p>1.6 The individual school or IT Department will ensure that each laptop has been setup and tagged correctly.</p> <p>1.7 The IT Department will assist each school to ensure that sure all laptop images are up-to-date prior to distribution.</p> <p>2. Users</p> <p>2.1 Each parent must sign a new Student Mobile Computing Device Agreement form each year before their student will receive a laptop.</p> <p>2.2 Students and parents are responsible for ensuring that all equipment is used in accordance to the Student Mobile Computing Device Policy.</p> <p>2.3 All students must abide by the MNPS Acceptable Internet Use guidelines.</p> <p>3. Principals</p>			

3.1 Each principal is responsible for ensuring that MNPS policies as they relate to this equipment and use are followed by their students.

B. End-of-Year Procedures

1. Users

1.1 All students must return the laptops by the last week of school.

1.2 When returning the laptop, students must return everything originally distributed to you, including 1 laptop, 1 laptop case or bag, 1 power supply, 1 network cable if previously provided. The student is responsible for missing and damaged items.

1.3 Each student will sign the “check in” area of the Student Mobile Computing Device Agreement form.

2. Individual School or IT Department

2.1 The IT Department will provide the Grant Manager or designated with the appropriate “check in” procedure to be signed.

2.2 The IT Department will sign the Student Mobile Computing Device Agreement form when all procedures have been met.

2.3 The IT Department will inventory all checked in equipment and report missing inventory.

2.4 The IT Department will inspect all equipment for damage and missing parts and document all instances.

2.5 Missing Laptops, missing parts and equipment damage will be reported to the Principal.

2.6 The IT Department will secure all equipment for the summer.

3. PRINCIPALS

3.1 In the event a student has not returned all necessary equipment, the principal is responsible for making sure all equipment is returned to the IT Department.

3.2 The principal will make all arrangements to obtain any equipment not turned in during the laptop return dates or to collect payment from a student when laptop has been damaged or unreturned.

Performance Measure/Accountability

- Continuous evaluation of procedure to ensure efficiency and compliance with all regulations