Los Angeles Unified School District

Learning Device Readiness
A Step-by-Step Guide for Opening Day

Go to: https://achieve.lausd.net/itam to access the latest version and additional resources.

2020-2021

Learning Device Readiness for Opening Day

Introduction

Device Inventory Management

Device Inventory Management across the District is critical to accurately measure and report that every student has a viable computing and connectivity device and ensure learning equity for all students.

Instructional Device Manager (IDM)

Each site administrator must designate a staff member to serve as an Instructional Device Manager. An IDM can be a site-funded IT support assistant or technician, computer lab teacher, librarian, library aide, instructional aide-computer lab, or anyone else on staff that the principal designates.

The IDM plays a critical role in ensuring that each school is able to check in/out computing devices and/or hotspots to students and employees, conduct annual computing device inventory, and maintain all device records correctly logged in the IT Asset Management System (Remedy).

Device Inventory Audits

The Office of the Inspector General will be scheduling on-going audits to ensure that schools are keeping track of devices.

Z-Time

This funding source has been approved for Z-Time, extra-duty pay, to ensure both the annual school site physical inventory (self-audit) and school site computer inventory certification are completed by August 7.

This funding is available for hourly employees only and not salary.

Fund: 010-3210 **Functional Area:** 1110-2700-11415

School Site Inventory and Needs Assessment

Complete the Annual Device Inventory and Certification (Due August 7)

1. Designate an Instructional Device Manager (IDM)
   a. [Step-by-step instructions](#)
2. IDM training and IT Asset Management resources
   a. Visit https://achieve.lausd.net/Page/16854
3. Perform an annual physical inventory of devices and update their status in Remedy, the IT Asset Management (ITAM) System.
   a. [Step-by-step instructions](#)
4. Complete the school site computer inventory certification by August 7
   a. Login to Principal Portal: https://principalportal.lausd.net
   b. Click on Device Distribution Progress
   c. Review information, enter the completion date and click certify

Determine Device Needs

1. ITD project team determines device needs based on Remedy reports and ECAST data
   a. If there is a disconnect between device needs and actual inventory/enrollment:
      i. [Contact the IT Liaison assigned to your Local District](#)
2. School site inventory reports are available using the link below
   a. https://achieve.lausd.net/Page/16850
3. The ITD project team will coordinate the delivery of devices to schools that need them

Collection, Sanitation, and Distribution of Devices

Collect Devices From Matriculating Students (Complete by August 6)

1. Contact matriculating students/families and schedule device collection. Understanding that schools have a unique need to continue to communicate with matriculating students (i.e., coordination of device returns), the Blackboard Office has uploaded these students back into the Blackboard Connect system under the following group names.
    i. At Elementary Schools-"2019-20 5th Graders"
    ii. At Middle Schools-"2019-20 8th Graders"
    iii. At Senior High Schools-"2019-20 12th Graders"
2. Collect computing devices from matriculating students
3. Collect hotspots from graduating students and students exiting the District. Transferring students may keep their hotspot.
4. Follow the Device Collection Guidelines
    a. Elementary Schools with iPads and Chromebooks: (K-2 iPads, 3-5 Chromebooks)
        i. Collect devices from matriculating students
        ii. Follow section 4 of the ITAM handbook to place devices in inventory
        iii. Follow M&O procedures for sanitizing devices
        iv. Schedule device swap for students going into 3rd grade
        v. Collect iPad, and follow section 4 of the ITAM handbook
        vi. Issue Chromebook to the student and follow section 1 of the ITAM handbook to update the device record in the IT Asset Management System
5. M&O procedures for sanitizing devices
6. iPad configuration process for new students
7. Report damaged devices or request repair by following section 6 of the ITAM handbook
8. Report lost or stolen devices by following section 7
9. Search for device information by user following section 10

Cleaning and Preparing Devices for Distribution (Complete distribution by August 17)

1. Follow M&O procedures for sanitizing devices
2. Device Distribution for Staff
    a. Devices to be issued to instructional staff using the school's inventory
        i. If devices are not available, site administrators follow the standard procurement process to purchase new devices
    b. Hotspots with connectivity can be ordered using the following link:
        i. https://lausd-myit.onbmc.com

c. Issue a device to the employee and follow section 2 of the ITAM handbook to update the device record in the IT Asset Management System
3. Device Distribution for Students
   a. Identify / prepare devices & accessories for distribution
   b. Contact families to schedule device distribution (August 10-17)
   c. Parents must complete and submit a **Parent Acknowledgement Form** for each of their students whether opting-in or opting-out of devices and connectivity.
      i. The latest form is available at https://achieve.lausd.net/itam
   d. Issue a device to the student and follow section 1 of the ITAM handbook to update the device record in the IT Asset Management System
4. Wi-Fi Hotspot Distribution
   a. Provide from existing school's inventory
      i. Issue a device to the student and follow section 1 of the ITAM handbook to update the device record in the IT Asset Management System
   b. Utilize Community of Schools Distribution model
   c. Request additional hotspots by using the following link:
      i. https://lausd-myit.onbmc.com

Important Dates:

- July 28 - Last day of summer school for secondary schools
- August 6 – Complete device collection from matriculating students
- August 7 – Complete site computer inventory certification
- August 17 – Complete device distribution
- August 18 - First day of instruction