

"It is clear that technology can be a tool for good, and truly it is a tool for good,... but it can never replace contact between us." -Pope Francis

BACK TO SCHOOL

TECHNOLOGY GUIDE

Back To School Technology Guide



This is a Back to School Technology Resource Guide with best practices, tips, and resources for a successful start to the school year. Following these procedures will help with the maintenance, safety, and preservation of all devices. As you explore our guide, please note that all of our text & images are clickable.

Please take this opportunity to establish the best routines and rituals for your school and include all the stakeholders- students, parents, teachers, administration, etc.

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- Device Inventory
- Device Storage
- Digital Citizenship
- CTN Digital Resources



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- Administration Checklist
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CTN

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Preparing Devices

ALL STUDENT WORK STORED ON A DEVICE SHOULD HAVE BEEN REMOVED IN JUNE, REGARDLESS OF WHETHER THE STUDENT WILL BE ASSIGNED THE SAME DEVICE. BEFORE YOU DISTRIBUTE DEVICES, CONFIRM THAT THE FOLLOWING HAS BEEN DONE.

iPads

- Google: Each student signed out of their accounts
 - [How-to Guide](#)
- Photos: All local photos were deleted
 - [How-to Guide](#)
- File App: All student work was deleted
 - [How-to Guide](#)
- After your devices are reset, you can update the device apps and iOS

Chromebooks

- All user accounts have been removed from the Chromebook
 - [How-to Guide](#)
- Student Chromebooks have been reset (Power washed)
 - [How-to Guide](#)
- After your devices are reset, you can update the Chrome OS.



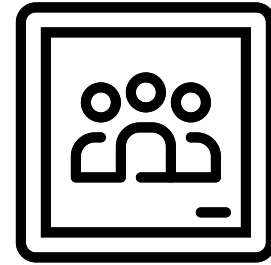


Google Drive

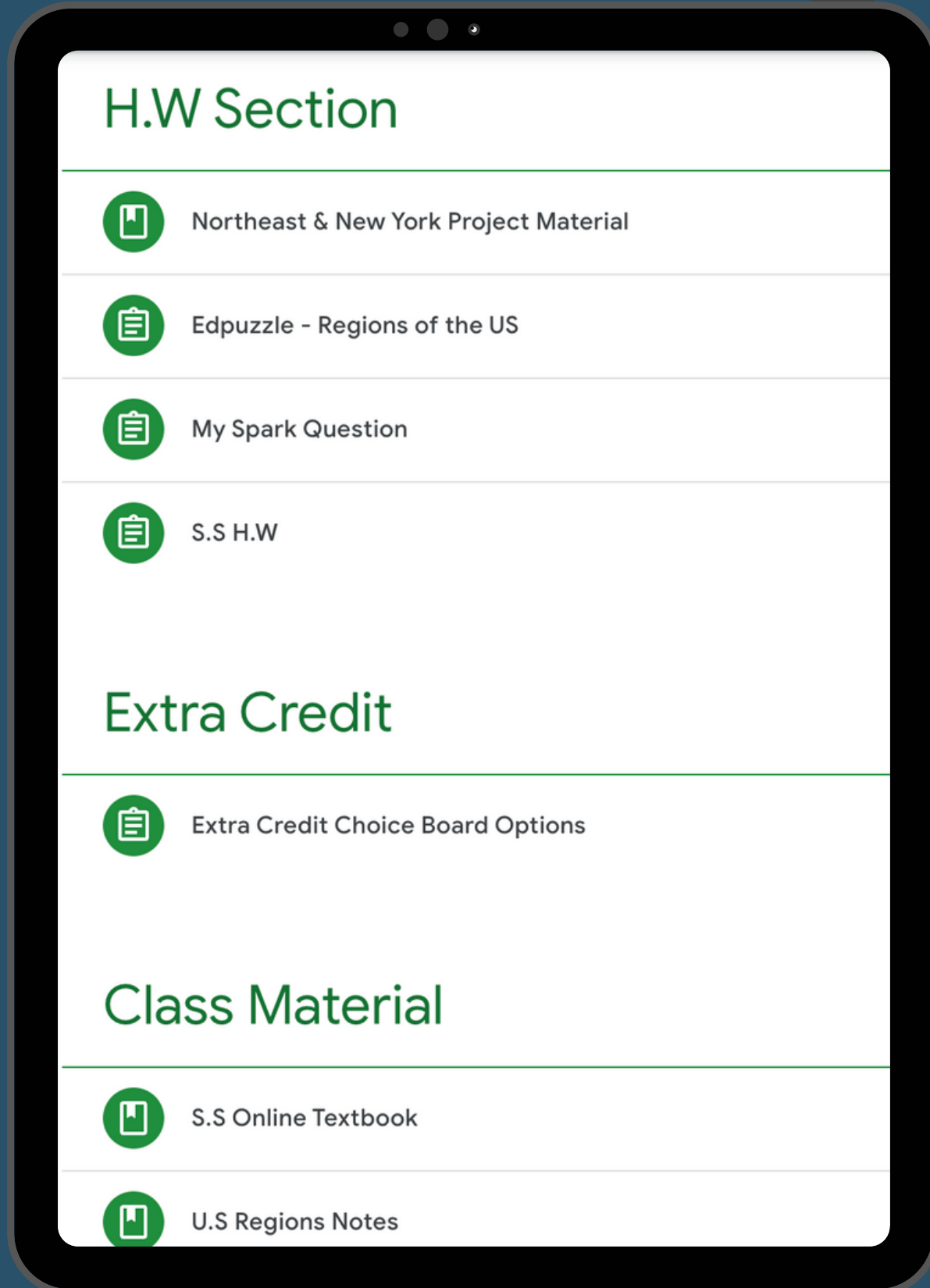


- How to organize your Google Drive for success
- Best Google Drive Features
- Digital File Organization for Teachers
- How to set up your Google Drive for students
 - Creating a Learning Portfolio
 - 12 Tips For Organizing Google Drive for Students





Google Classroom



- How to Create & Label Your Google Classroom
- How to Copy Last Year's Google Classroom
- How to Archive Last Year's Google Classroom
- How to Organize Your Classroom Folder



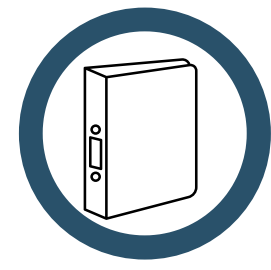
CLASS DEVICE INVENTORY



- Level-Up Binder
- Device Inventory
- Trouble Ticket

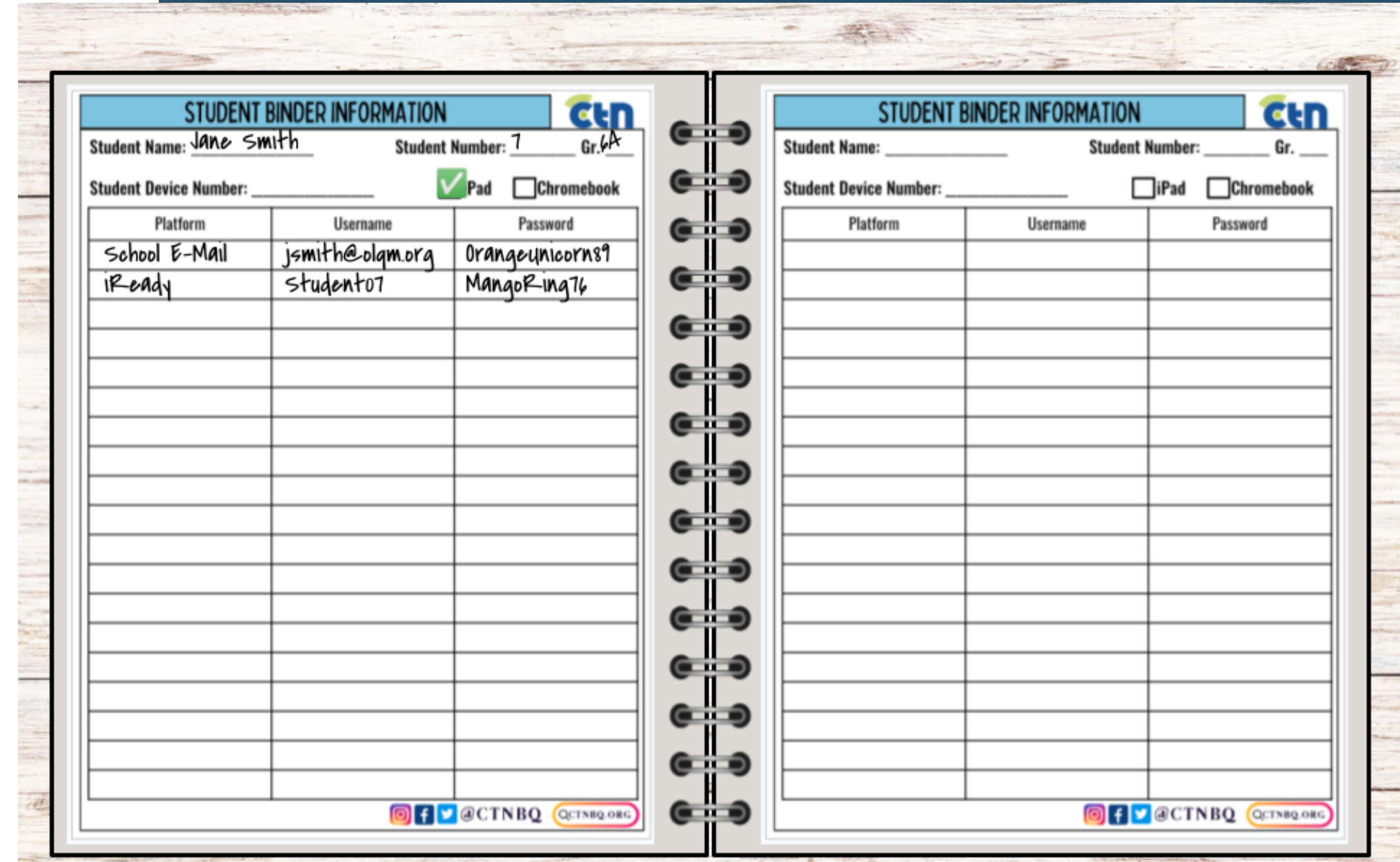


Level-Up Binder



Each teacher is responsible for creating a class binder

- Keep student information organized and in one single place.
- Log each student's username and password for each educational platform.
 - i.e., Google email address, iReady, Freckle
- You will be moving the binder to the next grade with the students, so keep your binder updated throughout the year.



Device Inventory



- Schools must have a complete, accurate, and centralized inventory to manage devices.
- Each teacher is responsible for keeping an Inventory Log of their class devices.
- Each student's device must be recorded.
- If the student device is transferred, lost, or broken update your log.
- Devices should be recorded by Device Type, Inventory Tag, Location Stored, & Name of Student the device is assigned to for the year.
- Teachers share their Inventory Log with the person designated by the Principal, i.e., the Technology Coordinator, DTI, or others.
- Copy each teacher's log to a new tab, and rename the tab with the teacher's name and grade.

Teacher Name:			
Room Number:			
Storage Cart Name/Number:			
Total Amount of Student Devices:			
Total Amount of iPads in the Classroom:		Total Amount of Chromebooks in the Classroom:	
Total Amount of Teacher Devices in the Classroom:			
Device	Inventory Tag	Location Stored	Assignee
iPad	Gr50099	Cart 5	Olivia Smith
Chromebook	Gr50100	Back Closet	Not Assigned

A lost or broken student device costs your school hundreds of dollars. Tracking devices are not an option.

Google Sheets How to Videos:

- How to rename a Google Sheet Tab
- Google Sheet Reference Guide



TROUBLE TICKET



DEVICE IDENTIFIER NUMBER
.....

DEVICE:
 iPad
 Chromebook

I'VE CHECKED FOR:

- any physical or cosmetic damage
- any needed repairs
- charging brick & cable accounted for
- condition of case

DEVICE INFORMATION

1. Student Name:
.....
2. Teacher Name:
.....
3. Grade:
.....
NOTES:
.....

DEVICE ISSUE:

.....
.....
.....
.....
.....



TROUBLE TICKET



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DEVICE INFORMATION

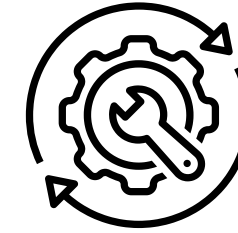
1. Student Name:
.....
2. Teacher Name:
.....
3. Grade:
.....
NOTES:
.....

DEVICE ISSUE:

.....
.....
.....
.....
.....



Trouble Ticket



- Inspect each device at the end of each trimester and ensure they are cleaned.
- Check for any damages and make a note in your inventory log:
 - Cracked screen
 - Dents
 - Broken charging cable
 - Broken Case
- Submit a Trouble Ticket along with the device to the person designated by your Principal.
- Consult with your Principal about student/family responsibility for damaged devices.

Click on the image to access this resource



Device Storage

- Keep in a secure location (locked charging carts/closet), including charging cables and cubes.
- Review cart labeling: i.e., room number, teacher, and slot numbers.
- Plug cart back in before school begins.
- Keep charging cart/devices out of direct sunlight.
- Ensure all carts & devices (teacher/student) are on the Device Inventory Log.
- Develop a routine for how devices are distributed to students; have students know how to identify the device they are assigned.





Digital Citizenship



Proper device management is good digital citizenship for teachers. Teachers should take time at the beginning of the year to teach each of their classes about the class technology rules and procedures.



Understand Digital Citizenship

- Do's & Don't of Digital Citizenship Teacher Video
- I'm a Digital Citizen Class Poster
- Digital Citizenship Teacher Starter Guide
- Digital Citizenship Teacher Resources
- Digital Citizenship Choice Board Activities for Students
- Student Chromebook Care Guide
 - Great as a lesson for the first week of school



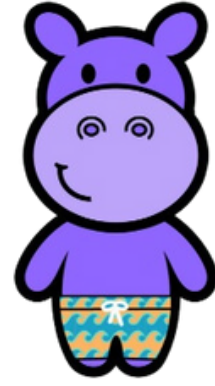
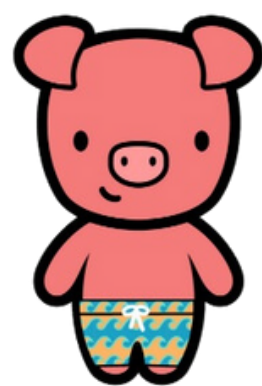
Administrator Checklist



- Google Admin Console
- Clean-up student/faculty users
- Structure your Organizational Units (OU)
- Device Inventory and Management
- Create a Master Device Inventory Log
- Admin Level Device Overview
- Label all devices and charging carts
- Distribute all keys for charging carts and classrooms
- Distribute all classroom level-up binders
- Review Acceptable Use Policy (AUP) and Technology Fee



Setting up your CTN Service



Freckle



Supplemental Platform

- Send an updated faculty list.
- Teachers will be able to organize their own rosters.
- Label all new classes by grade and school year.
- Advise teachers to attend PD for additional support.



Discovery Education



Setting up your CTN Service



KEEPING YOU CONNECTED TO
CURiOSiTY



Digital Resouces

- Send an updated faculty & Student list.
- Include teacher & Student emails.
- Label all new classes by grade and school year.
- Advise teachers to attend PD for additional support.



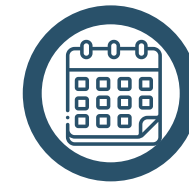
CTN SUPPORT



EMAIL

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SCHEDULE A MEETING



Meet with Laura



Meet with Shirley

