

## Magnolia School District Plan for Distribution of Student Laptops/Devices

### Magnolia High School (9-12)

**Forms:** Laptop forms will be given to all 9<sup>th</sup> and 10<sup>th</sup> grade students when schedules are distributed, during orientations or on schedule pick-up dates set by administration. Parents will complete the forms and return forms with students on the first day of school. Students will be responsible for presenting forms to technology staff on scheduled distribution days. English teachers will distribute forms on the first day of school to any students who did not receive a form during orientation or schedule pick-up.

Students new to the district will receive laptop forms in their welcome packets. If possible, parents will complete laptop forms on-site to ensure the students receive laptops in a timely manner.

#### Laptop Distribution:

**10<sup>th</sup> Grade:** Laptops will be distributed to 10<sup>th</sup> graders during the first week of school on a date and schedule planned by the Technology Director in collaboration with the English Department Chair. English teachers will escort their 10<sup>th</sup> grade classes to the technology room according to the schedule. Students will present their laptop forms to technology staff in exchange for their laptops.

**9<sup>th</sup> Grade:** Laptops will be distributed to 9<sup>th</sup> graders during the first week of school on a date and schedule planned by the Technology Director in collaboration with the English Department Chair. English teachers will escort their 9<sup>th</sup> grade classes to the technology room according to the schedule. Students will present their laptop forms to technology staff in exchange for their laptops.

**New Students:** 11<sup>th</sup> & 12<sup>th</sup> grade students who are new to the district and are present the first week of school will receive laptops on the dates scheduled for 10<sup>th</sup> grade pick-up. English teachers will direct these students to the technology room. Students will present laptop forms to technology staff in exchange for their laptops.

New students who enter the district after the first day of school will present completed forms to office staff, who will direct them to the technology room to receive laptops.

## **Magnolia Middle School (6-8)**

**Forms:** Laptop forms will be given to all 6<sup>th</sup>-8<sup>th</sup> grade students when schedules are distributed, during orientations or on schedule pick-up dates set by administration. Parents will complete the forms and return forms with students on the first day of school. Students will return completed forms to English teachers. English teachers will distribute forms on the first day of school to any students who did not receive a form during orientation or schedule pick-up. Students new to the district will receive laptop forms in their welcome packets. If possible, parents will complete laptop forms on-site to ensure the students receive laptops in a timely manner.

### **Laptop Distribution:**

**6<sup>th</sup>-8<sup>th</sup> Grades:** Laptops will be distributed to MMS students during the first or second week of school on a date and schedule planned by the Technology Director in collaboration with the Literacy Instructional Facilitator. English teachers will escort their classes to the technology room according to the schedule. Teachers will present each class' laptop forms to technology staff. Technology staff will assign laptops to students.

**New Students:** New students who enter the district after the first day of school will present completed forms to office staff, who will submit forms to technology staff. The assigned laptop will be dropped off at the MMS office. Office staff will ensure the student receives the assigned laptop.

### **Central Elementary (3-5)**

**Forms:** Laptop liability and laptop check out forms will be distributed to all 3<sup>rd</sup>-5<sup>th</sup> grade students in their Back to School packets distributed during Meet the Teacher or on the first day of school. Parents will complete the forms and return them with students to homeroom teachers.

Students new to the district will receive laptop forms in their welcome packets.

### **Laptop Assignment:**

**3<sup>rd</sup>-5<sup>th</sup> Grades:** Laptop carts will be assigned to each homeroom class. Homeroom teachers will assign a computer (number) to their homeroom students. Students will take their assigned computers from the cart each morning during homeroom and transport their assigned computers to each class as they travel throughout the day. They will return the computers to homeroom carts for charging at the end of each school day.

### **Laptop Check-Out:**

**3<sup>rd</sup>-5<sup>th</sup> Grades:** In case of a full closure, students will be allowed to check out their assigned laptops to take home. Students must have both liability and check out forms on file with their homeroom teachers. Laptops will be checked out in homeroom classes by homeroom teachers, who will maintain records of laptops. Students will receive a laptop and charger during the checkout process. Laptops and chargers must be returned to homeroom teachers immediately upon return to on-site instruction. Students who do not return laptops within the first three days of return to on-site instruction should be reported to administration for a further attempt to collect devices.

### **East Side Elementary (K-2)**

**Forms:** Device liability and check out forms will be distributed to all K-2<sup>nd</sup> grade students in their Back to School packets distributed during Meet the Teacher or on the first day of school. Parents will complete the forms and return them with students to homeroom teachers.

Students new to the district will receive device forms in their welcome packets.

### **Device Assignment:**

**K-2<sup>nd</sup> Grades:** Device stations will be assigned to each homeroom class. Homeroom teachers will assign a device (number) to each homeroom student. Students will only use their assigned devices throughout the day.

### **Device Check-Out:**

**K-2<sup>nd</sup> Grades:** In case of a full closure, students will be allowed to check out their assigned devices to take home. Students must have both liability and check out forms on file with their homeroom teachers. Devices will be checked out by homeroom teachers, who will maintain records of issued devices. Students will receive a device and a charger during the checkout process. Devices and chargers must be returned to homeroom teachers immediately upon return to on-site instruction. Students who do not return devices within the first three days of return to on-site instruction should be reported to administration for a further attempt to collect devices.