

Hazelgrove Elementary - Technology Device Management System

Hazelgrove Elementary has in excess of **600 registered devices** that need to be managed. This presents some challenges, so you are being asked to assist by putting the following system in place:

Please assign a device number to each student in your class and ensure they use the same numbered device on all carts. For example, students #1 would only use device #1 no matter what laptop or iPad cart is signed out. In the event a device is missing you may need to re-assign a device for that day, but please keep a note of it. If you are doing group work with a single device, have one student get their numbered device and they are responsible for it.

How does this help? It means there are only 30(ish) students (1 per division) in the entire school using a certain numbered device, so if something has been tampered with, broken, or the device has been used inappropriately we can more easily track that person down and have them review an acceptable use policy for using shared technology. Worst case scenario, we can have all the students for that device come to a room and have a discussion with them around anything that went wrong with that device to encourage them to share responsibility for monitoring and reporting.

As you have no doubt experienced, it is frustrating for teachers and students when devices have been tampered with, so this is a way to try and make students more accountable. Please have this conversation with them as you assign numbers and let them know that they may lose computer/iPad privileges if they tamper with the device. Also let them know that part of ethical usage of shared devices also means reporting it when things have been tampered with, or if they witness someone else tampering with a device.

In some cases things happen accidentally. This may happen even more easily with the iPads because they are almost completely open. In the event a student does something accidentally it is their responsibility to report it to you immediately so it can be fixed. If you are unable to remedy the problem let someone on the Technology Committee know what the device and problem is so it can be followed up on.

Contact People:

- Mike Scott: All Staff assigned devices, Printers, Projectors, Service Calls
- AJ Dhaliwal: Laptop carts
- Marie Harasymchuk: Chromebooks & Mini iPads in LST Room
- Barbara Feltham: Mini iPads, Robotics iPads & all Robotics, Library iPads

Device sign-out is editable by staff in a Google Doc posted on the HUB:

- Surrey Schools [👉 Teachers & Staff](#) [👉 Resource Booking](#)

All you have to do is pull up the appropriate schedule and enter your name in available slots. These are open, real-time documents so please take care not to alter the structure or change entries made by other teachers. These document links should only be shared and used by staff members. If something seems messed up or you do something wrong and do not know how to fix it let Mike Scott know asap (a quick email is good) so it can be remedied.