

## MSBO 2024 - Sustaining Your 1:1 Computing Roundtable

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The thoughts and feedback in this document were generated during the 2023 MSBO Conference and further refined at the 2024 MSBO Conference 1:1 Computing Roundtable.

### Devices

Procurement	Advantages	Considerations
REMC Spot List	<ul style="list-style-type: none"><li>One-stop shop for more than just technology</li><li>No need to do bids</li><li>Only one bid needed to take to board</li></ul>	<ul style="list-style-type: none"><li>REMC vendors may also offer discounted prices beyond the savings on the list</li><li></li></ul>
Other Bid List	<ul style="list-style-type: none"><li>MHEC <a href="https://www.mhec.org/">https://www.mhec.org/</a></li><li>TIPS <a href="https://www.tips-usa.com/">https://www.tips-usa.com/</a></li><li>PEPPM <a href="https://www.peppm.org/">https://www.peppm.org/</a></li><li>MiDeal provides a lot of good deals on office technology</li></ul>	<ul style="list-style-type: none"><li></li></ul>
Manufacturer	<ul style="list-style-type: none"><li>Dell has been good about improving their Chromebook design</li></ul>	<ul style="list-style-type: none"><li>Dell has been bad about reducing replaceable parts and directly soldering components to the mainboard</li></ul> <p>to ip</p>
Reseller		<ul style="list-style-type: none"><li>Find a reseller that can provide both devices and management licenses (if needed)</li></ul>
Repairs	Advantages	Considerations
In House	<ul style="list-style-type: none"><li>Repairs happen same day or within 24</li></ul>	<ul style="list-style-type: none"><li>Need knowledgeable and/or trained staff</li></ul>

	<ul style="list-style-type: none"> <li>hours</li> <li>• Dell TechDirect - Technicians certified by Dell for repairs. Dell ships parts next day</li> <li>• Justification of additional staffing you may need for summer projects</li> <li>• Student interns can be a valuable resource for simple device repairs</li> <li>• Tracking repairs in SIS with customizations</li> </ul>	<ul style="list-style-type: none"> <li>• Who is going to take in the damaged device?</li> <li>• Have to keep parts on hand</li> </ul>
Outsourced	<ul style="list-style-type: none"> <li>• No need to keep inventory of parts</li> </ul>	<ul style="list-style-type: none"> <li>• Can take time (two weeks or more) for a device to be returned</li> <li>• What device will the student use while waiting for repair</li> </ul>
Insurance Options		<ul style="list-style-type: none"> <li>• Who does the cost apply to the parents or the school?</li> </ul>
Refresh Cycle	Advantages	Considerations
Yearly Purchases	<ul style="list-style-type: none"> <li>• We know that we will have new devices every year</li> <li>• 6th and 9th grades made good “natural” insertion points for new devices</li> <li>• Broken down to 3-4 year rotations for grade levels</li> <li>• Devices could be purchased new at the elementary and then pushed up to secondary as those students don’t treat the devices as well</li> </ul>	<ul style="list-style-type: none"> <li>• Need to assemble a funding plan that’s sustainable on an annual basis</li> <li>• Multiple models supported</li> <li>• For devices that are planned to be in service for more than 4-5 years, plan to have replacements ready (batteries)</li> <li>• Will need to scavenge/reclaim parts from devices at some point</li> </ul>
Cyclical Purchases (every few years)	<ul style="list-style-type: none"> <li>• Every student and/or staff member in the building is on the same device</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• You may have LARGE amounts of devices still in service that are no longer able to be updated</li> <li>• When devices are purchased in large grade level bands or buildings, it becomes problematic to</li> </ul>

		replace them all at once.
Protection	Advantages	Considerations
Hard Acrylic Case	<ul style="list-style-type: none"> <li>Gumdrop cases work well for drop protection and are lower profile</li> </ul>	<ul style="list-style-type: none"> <li>Cases are easier to move from device to device</li> <li>Need to stick with the same Manufacturer/Model for reusability</li> </ul>
Soft-sided Bag/Case	<ul style="list-style-type: none"> <li>Can get one with a pouch for holding charger and other small items</li> </ul>	<ul style="list-style-type: none"> <li>Cases are considered large and students can't easily carry in backpack</li> <li>We clean them using the food service dishwashers</li> </ul>
"Naked"	<ul style="list-style-type: none"> <li>Reduces cost of having to provide a case</li> </ul>	<ul style="list-style-type: none"> <li>May reduce risk of breaks from case removals, but increase risk of break from drop.</li> </ul>
Extended Warranties	<ul style="list-style-type: none"> <li>3-year extended warranty for accidental damage has made relationships between IT, buildings, and families better</li> <li>It reduces costs down the road</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## Funding

Sources	Advantages	Considerations
General Fund/Bond	<ul style="list-style-type: none"> <li>Free to use devices where you need them</li> <li>Expenses are known and anticipated</li> <li>Regular five-year cycles are possible</li> </ul>	<ul style="list-style-type: none"> <li>May be a very limited funding source</li> <li>Be sure you have a set refresh cycle to help anticipate budget line items</li> </ul>
Sinking Fund	<ul style="list-style-type: none"> <li>Smaller and occurs more regularly than larger bond projects</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>May already be completely earmarked for other purchases</li> <li></li> </ul>

Title/At-Risk	<ul style="list-style-type: none"> <li>Technology (access, devices, digital curriculum) can be written into your Continuous Improvement Plan in order to capitalize on state and federal funds</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Devices have to be marked and inventoried.</li> <li>Must be used by a specific individual/group</li> <li>Cannot supplant</li> </ul>
Education Foundation	<ul style="list-style-type: none"> <li>Wealthier communities can help fund without adding additional burdens to the general fund or grant sources</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Student/Parent Purchased	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Little to no control over devices and ability to manage with instructional technology tools</li> </ul>

## Team Composition

	Advantages	Considerations
Shared Services	<ul style="list-style-type: none"> <li>Variety of skill sets</li> <li>Quality individuals are easier to retain and they have a team to rely on</li> </ul>	<ul style="list-style-type: none"> <li>Be sure skill sets slightly overlap. Don't let any one person become the only guru.</li> </ul>
Centralized Team	<ul style="list-style-type: none"> <li>Can lessen burnout and allow team members to take a restful vacation 😊</li> <li>Many Michigan districts have roughly one full Technician FTE for every 1500 users</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Where are they housed?</li> <li>Finding quality individuals and retaining them is difficult</li> </ul>
Instructional Technology Specialists	<ul style="list-style-type: none"> <li>You might already have access to one through your REMC, <a href="https://www.remc.org/about/rits/">https://www.remc.org/about/rits/</a></li> </ul>	<ul style="list-style-type: none"> <li>Is this a full-time position or a teacher with a special assignment?</li> </ul>

# Policies

Policy	Lessons Learned
Board Policies	<ul style="list-style-type: none"> <li>These are here to protect the school district, board policies are your friend</li> </ul>
Acceptable Use Agreements	<ul style="list-style-type: none"> <li>AUP's are available digitally</li> <li>Reference board policy so no separate device policy for students.</li> </ul>
Power Adapters	<ul style="list-style-type: none"> <li>All middle school teachers now have 4 chargers in their rooms to help with students who have either lost, damaged, or misplaced their chargers</li> <li>Every cart K-5 is loaded with extra chargers.</li> </ul>
Repair Policies	<ul style="list-style-type: none"> <li>Students at the K-5 level are NOT charged for device repairs, unless it was intentional.</li> <li>Students at the 6-12 ARE charged for device repair unless they elect to pay for repair assurance.</li> </ul>
Instructional Policies	<ul style="list-style-type: none"> <li>Do NOT keep "extra" devices in the classroom at the 6-12 level. Have them in the office.</li> </ul>
Staff Devices	<ul style="list-style-type: none"> <li>Teachers have repairs covered currently. We give them one power adapter "allowance", but they can purchase extra power adapters if they want an extra one.</li> </ul>

# Asset Management

Inventory Method	Advantages	Considerations
Spreadsheet	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Asset Management	<ul style="list-style-type: none"> <li>Fleet by GoGuardian</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Software	<ul style="list-style-type: none"> <li>• PowerSchool Asset Inventory</li> <li>• IncidentIQ</li> </ul>	
<b>Record Keeping</b>		
Check In/Out Devices	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Recoding Events/Repairs	<ul style="list-style-type: none"> <li>• Fleet by GoGuardian</li> <li>• SIS logging so records follow students</li> </ul>	<ul style="list-style-type: none"> <li>• If you have GoGuardian Admin, Fleet should already be included</li> </ul>