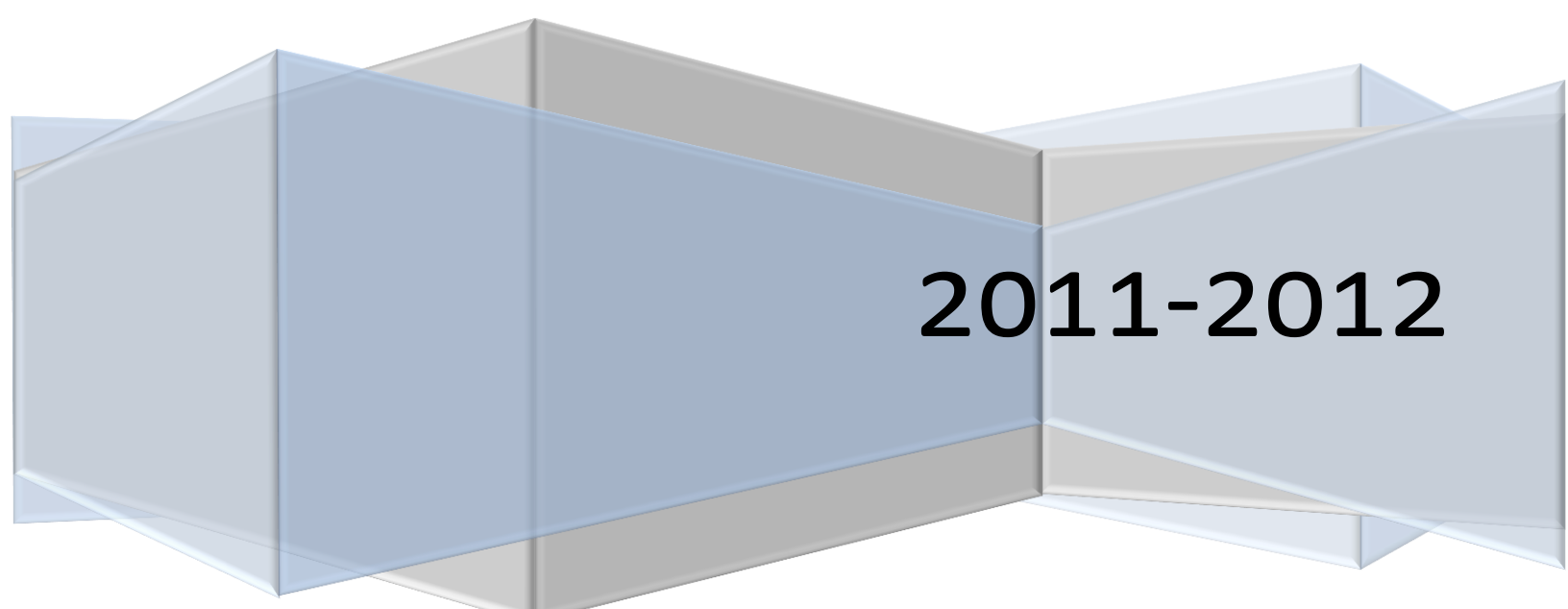Harrison District #36

Creating Technology Management Systems

A Teacher Generated Process

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Introduction

The purpose of this form is to create a system of technology management according to the diverse needs of different teacher groups. In order to meet this goal, teachers will decide amongst themselves the best practices surrounding the reservation, distribution, and care of technology resources.

During this process, teachers will have direct access to the school's technology specialists. These specialists are willing to provide insight and resources for teachers in effort to help them make the best possible decisions. They can be utilized at any point in the process or for any purpose.

The practices and procedures outlined in this form may change in accordance with group consensus at *any* time. Any significant changes should be documented and submitted to the technology department for their reference. This will help ensure greater turnaround time and service value.

Group Information

Grade Levels_____

Members

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Goals

- Create a fair and manageable system for using technology carts and devices

- Create an environment where **everyone** feels comfortable requesting and using the technology

- **Find home locations** which are sensible and easy to access

- Create a fair **scheduling system**

- Develop procedures that **create accountability** for both teachers and students

- **List policies** for common management issues

Home Locations

Answer only for your group

Netbook Cart 1 (30)

Netbook Cart 2 (30)

5-8

Netbook Cart 3 (30)

Netbook Cart 4 (10)

Netbook Cart 5 (10)

K-4

Netbook Cart 6 (10)

iPod Cart (30)-*Suggestion*

iPod Case (20)- *Suggestion*

iPad Cart 1 *Elementary-Individuals*

iPad Cart 2 *Elementary Cart*

iPad Cart 3 *Middle School Cart*

iPad Cart 4 *Specials Cart*

Scheduling

How are people going to reserve technology? (Outlook, Paper Calendar, Online Scheduling System)
Scheduling systems will need to be accessible to technology staff for reference.

Accountability

How are teachers and students going to be held accountable for their technology use? Need a traceable system.

Process

What is the process for checking out and returning technology? Please list tasks in order.

Policy

What is our policy regarding:

Missing devices:

Damaged devices:

Unorganized returns:

Double Booking:

Unused Reservations:

Unscheduled Times for Carts/Devices:

Emergency Maintenance / Unusable Carts:

Germ Management / Cleaning: