



# Today's Agenda

- I. Device Policy and Procedures
- II. Device Selection
- III. Devices Update
- IV. Mobile Device Return Receipt
- V. Procedures for Damaged/Lost Technology Items
- VI. Replacement of Devices



# Device Policy and Procedures

The focus of the mobile device program at Brownsville Independent School District is to **provide tools and resources to the 21st Century Learner**. The use of Mobile Devices in the classroom and at home enhances the development of **personal skills** related to:

- collaboration,
- communication,
- creativity,
- critical thinking,
- organization and
- work ethic.



Therefore, the **integration of a variety of technological devices** throughout the educational program is essential **to the growth and preparation of students for college and the workplace**.

# Device Selection

Pre-K – 2<sup>nd</sup> Grade



Apple iPad

3<sup>rd</sup> – 12th Grade



Dell Chromebook/Laptop

CTE/Specialized Programs



Dell Laptop  
Larger Screen, Faster Processor, Hard Drive



# Technology Devices Update Elementary Schools

School	iPads	Laptops	Chromebook		Total	Student Count	Overage/Shortage	Damaged
Aiken	319	0	236		555	548	7	5
Benavides	620	185	424		1229	882	347	6
Breeden	375	274	30		679	568	111	10
Brite	280	185	100		565	529	36	88
Burns	345	226	11		582	618	-36	0
Canales	464	337	79		880	674	206	32
Castaneda	558	300	0		858	466	392	56
Champion	391	259	288		938	649	289	50
Cromack	437	242	85		764	507	257	13
Del Castillo	195	180	10		385	258	127	25
Egly	627	354	175		1156	530	626	180
El Jardin	290	284	8		582	335	247	7
Gallegos	269	128	132		529	383	146	60
Garden Park	246	239	15		500	385	115	11
Garza	340	271	185		796	254	542	15
Gonzalez	389	168	220		777	651	126	0
Hudson	269	288	138		695	667	28	100
Keller	389	97	415		901	531	370	14



# Technology Devices Update Elementary Schools

School	iPads	Laptops	Chromebook		Total	Student Count	Overage/Shortage	Damaged
Martin	197	261	74		532	436	96	8
Morningside	243	257	84		584	438	146	146
Ortiz	290	140	270		700	500	200	30
Palm Grove	168	51	73		292	292	0	60
Paredes	535	210	158		903	782	121	75
Peña	417	119	185		721	487	234	57
Perez	680	864	113		1657	619	1038	331
Pullam	501	0	339		840	840	0	25
Putegnat	246	212	0		458	458	0	0
Russell	359	106	197		662	475	187	3
Sharp	399	154	89		642	463	179	50
Skinner	362	243	33		638	338	300	4
Southmost	471	436	52		959	341	618	46
Vermillion	260	200	90		550	605	-55	65
Villa Nueva	244	295	86		625	375	250	52
Yturria	376	256	196		828	550	278	50
<b>Total Elementary:</b>	<b>12,551</b>	<b>7,821</b>	<b>4,590</b>		<b>24,962</b>	<b>17,434</b>	<b>7,528</b>	<b>1,674</b>



# Technology Devices Update Middle Schools

School	iPads	Laptops	Chromebook	Total	Student Count	Overage/Shortage	Damaged
Besteiro	30	313	353	696	568	128	120
Faulk	0	500	650	1150	1100	50	140
Garcia	0	449	670	1119	890	229	6
Lucio	35	392	635	1062	692	370	120
Manzano	0	349	412	761	904	-143	208
Oliveira	125	538	971	1634	829	805	50
Perkins	58	377	473	908	568	340	304
Stell	75	377	382	834	826	8	350
Stillman	67	514	1317	1898	1087	811	765
Vela	0	117	608	725	625	100	22
<b>Total Middle</b>	<b>390</b>	<b>3,926</b>	<b>6,471</b>	<b>10,787</b>	<b>8,089</b>	<b>2,698</b>	<b>2,085</b>



# Technology Devices Update Early College High Schools

School	iPads	Laptops	Chromebook	Total	Student Count	Overage/Shortage	Damaged
BECHS	0	300	19	319	350	-31	28
Hanna	0	24	1,573	1,597	2,336	-739	23
Lopez	142	196	2,243	2,581	1,861	720	103
Pace	20	2,173	291	2,484	1,939	545	31
Porter	0	525	1,598	2,123	1,798	325	152
Rivera	0	486	1,387	1,873	2,309	-436	103
Veterans	20	757	1,057	1,834	2,160	-326	17
BAC	5	53	28	86	86	0	11
BLA	31	223	0	254	119	135	19
Lincoln Park	8	88	2	98	39	59	9
<b>Total:</b>	<b>616</b>	<b>8,751</b>	<b>14,669</b>	<b>24,036</b>	<b>21,086</b>	<b>2,950</b>	<b>2,581</b>



# Mobile Device Return Receipt



## Mobile Device Return Receipt

*Note: Your initial for each question indicates that you have read the statement and acknowledge it as a **true statement**.*

1. I have taken good care of my Mobile Device. \_\_\_\_\_
2. I have not disassembled any part of my Mobile Device or attempted any repairs. \_\_\_\_\_
3. I have not damaged the serial number or District tags on my Mobile Device. \_\_\_\_\_
4. I will be responsible for all damage or loss of the Mobile Device that is caused by neglect or abuse. \_\_\_\_\_
5. I am to returning the Mobile Device and accessories in good working condition. \_\_\_\_\_

Device Model:	
Device Tag#	
Missing Items:	

**I attest the above statements are true:**

Student Name (Print)	
Student Signature	
Date	

Parent Name (Print)	
Parent Signature	
Date	



# Procedures for Damaged/ Lost Technology Items

1. Campus will inquire with parent/student regarding any damaged or lost technology items. Parents should have signed an **authorization form** from the campus to borrow technology item(s).
2. For lost/stolen technology item, contact Fixed Assets **to retrieve information regarding purchase price**. The Fixed Assets tag number will need to be provided to Fixed Assets so they can determine the historical value or book value of the item and provide the campus with an inventory report. The Fixed Assets Disposition Form will need to be submitted to Fixed Assets in order to remove the lost/stolen technology item from campus inventory.
3. For a damaged technology item, contact Technology Services to attain a repair quote.
4. Once the information has been attained and the value has been determined, the campus will contact the parent to sign the agreement for the parent to pay for the damaged/lost technology item.



# Procedures for Damaged/ Lost Technology Items

5. The designated individual at the campus, other than the bookkeeper/secretary, will collect the funds from the parent. A **receipt must be issued** to the parent as proof of payment.
6. The designated individual at the campus will **fill out the Damaged/Lost Technology Item Form** located on the Finance Webpage under “Agency Funds Forms.” The receipt number that was issued to the parent must be included on the form. The unit value will be the assigned value provided by either Fixed Assets (lost/stolen items) or Technology Services (damaged items). The funding source and fixed asset tag number for each item will need to be included on the form, as well as an explanation of the damaged/lost technology item.



# Procedures for Damaged/ Lost Technology Items

7. In accordance with **Student Activity & Motivational Fund Accounting Manual** procedures, the designated individual will complete all required documentation needed for deposits and submit money collected along with the following documents to the bookkeeper/secretary):
  - Deposit Reconciliation (Form D)
  - Damaged/Lost Technology Item Form for each student reporting a damaged or lost item
  - Quote/Documentation received from either Fixed Assets or Technology Services
  - Authorization that was signed by the parent
8. Authorization that was signed by the parent Bookkeeper/secretary will create a separate account in QuickBooks, name it “**Damaged/Lost Tech Item**”, and deposit funds into that account.
9. Bookkeeper/secretary will cut a check from “Damaged/Lost Tech Items” account and **submit to Finance** along with copies of:
  - Damaged/Lost Technology Item Form for each student reporting a damaged or lost item
  - Quote/Documentation received from either Fixed Assets or Technology Services for each occurrence

# PAYMENT PLANS

for Parents

Payment plans should be kept to minimum of 2-3 installments and not to exceed the current fiscal year when possible.

# Damaged/Lost Technology Items



## DAMAGED / LOST TECHNOLOGY ITEMS

School

Date

Student Name

Parent Name

Please check all that apply:

- Laptop/Chromebook
- Ipad/Tablet
- Hotspot device
- Other (chargers, damages, etc.)

Quantity	Unit Value	Extended Value	Funding Source	Fixed Asset Tag/IBSN
<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>	<input type="text"/>

Explanation of Damaged/Lost Technology Item



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Please attach quote/documentation for item.



# Replacement of Lost/Damaged Devices



Campuses have a copy of district policy in place for lost and stolen devices

Cost Analysis by device  
Payment Plans



Backorders for Pending PO's due to chip shortages



PO is in place to replace lost/damaged Devices

Dell order for 1,821 Chromebooks (ESSER Funds)  
Unit Price \$549.00  
Total \$999,729.00

# Questions?

**“Technology like art is  
a soaring exercise of  
the human  
imagination.”**

**– Daniel Bell**

