

# 10 Steps for a Successful Device Distribution

Is there a sufficient number of devices to match enrollment?

How will the devices be organized for distribution?

What devices will be assigned to whom?

Who will check-out the devices?

When will the devices be checked out?

How will the devices be distributed?

- Who will be involved in distribution?
- Who will need to be trained?

How will device distribution communications be handled?

- Website/social media
- Parent portal
- Staff directory
- Email
- Internal communication platforms

Who will need to be informed about device distribution updates and plans?

- Teachers
- Parents
- Students
- Additional staff/stakeholders

What forms need to be created, sent out , and returned?

- Parent/student agreement forms
- Technology forms
- How will the forms be sent out?

What is the tech support/FAQ process?