Back to School
TECH DIRECTOR CHECKLIST

Website Updates
Calendars, school contact information, supply lists, the help desk phone number, and any other back-to-school information should be prominent and easy to find.

Check Communication Systems
Ensure social media, text messaging systems, and mass calling systems are up-to-date and procedures are in place.

Device Inventory and Management
Complete asset tagging, imaging, inventory updating, device delivery, and all the paperwork along the way for your fall deployment.

Power Supply Availability
Creating easily identifiable Chromebook to charge cart matching systems or providing teachers with spare chargers to keep on hand could improve tech use in the classroom.

Device Protection Check
Are your devices protected? When you provide cases for your student devices, repair rates drop by 35%. At an average repair cost of $81, it's a no-brainer- protect your devices from the start of school.

Approved Software and Website Inventory
Do you have an easily accessible list of district subscriptions and approved websites and tools that you provide district staff with? This is a valuable resource and a must-have at the start of the school year.

Establish Digital Citizenship Curriculum
Does your district have a digital citizenship curriculum established? Do teachers have resources to share with students? It's important to have this established before school starts so teachers can integrate the information into their everyday lessons.

Check the Budget
What funds are available in your district budget? Invest your ECF wisely, extend the life of your deployment, and increase trade-in value by protecting devices now, to save on your budget later.

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