

Summer Device Planning

FAQ 2022

As the end of the year approaches, please see guidelines below that are to assist your school with the collection process.

Which devices and/or hotspots should I collect?

- Students leaving the school district
- Matriculating/transferring students

Which devices and/or hotspots I should not collect?

- Returning students

School Issued Device vs ECF Device

School Issued Device:

Assigned to your school. It should be returned by the student if they transfer to another school or leave the district. Device is assigned to your inventory in Remedy.

Emergency Connectivity Fund (ECF) device:

Assigned to the student. If student leaves to another school, they can take the device with them unless they are leaving the district. This device is assigned to a centralized location and managed by ITAM.

Emergency Connectivity Fund (ECF) Device

Should I collect ECF devices?

No, unless the student is leaving the school district. Students are to keep their ECF device if they transfer to another school.

How do I know if a student that is graduating or leaving the district has an ECF device at my site?

You may [generate a report](#) which lists the students with an ECF device and includes students grade.

If student returns damaged ECF device, what is the procedure?

Please submit a ticket for your ITD tech to collect device from your school. If student is returning to your school, please issue device from your buffer.

If student returns ECF device, can I reissue it to another student?

No. These devices are only for students that have identified an unmet device need at home. Please submit a ticket for your ITD tech to collect device from your school.

Summer School

If a student is attending summer school but not returning to my school, do I collect their school issued device?

Advise parent to submit a request at device.lausd.net for a home use device which can be used for summer school. Please swap school issued device upon receiving ECF device.

Virtual Academy

If student is leaving Virtual Academy and attending another school, do they keep their device?

Yes, student should keep their device. ITAM will update Remedy to assign device to the student's current school.

If my current student is transferring to Virtual Academy, do they keep their device?

Advise parent to submit a request at device.lausd.net for a home use device. Please swap school issued device upon receiving ECF device.

Need help?

Join our office hours daily from 3:00pm to 6:00pm via zoom.

[Please click here too access link](#)

Resources:

[Asset Management Website](#)

[Reports & Dashboards](#)