



Mobile Device Project Request Form



Request Form. Before ordering mobile device (e.g., iPads, Chromebooks), please complete a “Mobile Device Project Request Form” to prepare for the configuration, distribution and management of the devices. There are various items to consider before purchasing mobile devices that may not be apparent at the onset, and this form not only describes these items but allows for a means to begin the process of getting mobile devices setup and running at your site.

Device Configuration

iPads: iPads will be configured according to the needs of the persons using the device (“the end user”). Student iPads have more restricted options where students cannot install Apps. Teachers have the option of using their Apple ID to download Apps.

Chromebooks: These arrive pre-configured if you choose the Setup Services option listed on the Chromebook Requisition Checklist. If Chromebooks are going to be used for SBAC testing, the recommendation is to purchase headphones and a mouse for each device.

Mobile Device Project Coordinator

All mobile device projects require a plan to manage the devices at your site, including the designation of a site Mobile Device Project Coordinator. This person will be the first point of contact for Mobile Device users at your site. They will be provided with training and support from Educational Technology and the Technology and Information Services Branch, who will work with your staff in a team effort to order, configure, distribute and support the initial set of mobile devices.

Apps. An important aspect of ordering iPads is the determination of applications (aka, Apps) to install on devices, as they pertain to your curriculum or staff objectives. Part of the planning process is to identify and procure the apps and distribute them accordingly. The Mobile Device Coordinator will be provided access to a Mobile Device Management (MDM) system that manages the devices including the redemption of Apps.

Repairs. Repairs to iPads and Chromebooks will be handled by Technology and Information Services in a manner similar to the system in place for computer equipment. The Mobile Device Project Coordinator will work with the Help Desk to submit tickets for each incident. It is recommended that each site consider ordering a number of spare devices, especially in the case of students.

Please fill out the Mobile Device Project form and submit to Osvaldo Rios at orios@lbschools.net

Mobile Device Project Request Form

Site: _____ Department: _____

Mobile Device Type: _____ Quantity of devices: _____

➤ Review the Requisition Check located at:

http://www.lbschools.net/Departments/Information_Services/tablets.cfm

Mobile Device Project Coordinator: _____

End Users:

- Students Home Access Yes _____ No _____
- School Site (Teachers/Administrators/Staff)
- Administrative Offices (List below)
- Parents
- Community

Submitted By: _____ Date: _____

Site Administrator Approval: _____

Instructional Approval	Information Services Approval
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____