



C3 IGNITE DEVICES

The Department of Catholic Schools recently sent documents containing information regarding possible scenarios that schools may experience as a result of Covid-19. C3 would like to address more specifically, the section that refers to creating a Distance Learning Plan. As a reminder, all of the C3 IGNITE devices can be sent home with student-families that need a consistent Internet connection at home in order to participate and submit work. Since the C3 IGNITE devices can connect to the Sprint Network, they can also serve as hotspots to everyone in the home as well.

Schools that have never sent devices home can follow these steps to prepare to distribute and monitor devices in the event the school will need to close and conduct online classes.

- 1.) Verify the parent and student have signed an acknowledgment that they [read the AUP](#)
- 2.) Create a responsibility form that parents and students sign acknowledging basic device care expectations.
- 3.) Verify the school has access to the [Workspace One mobile device manager](#).
- 4.) Check current configuration of devices, including what apps are already on the devices.
- 5.) Download and send any apps requested by the teachers.
- 6.) If needed, create an application on [Google Forms](#) for parents to request a device for their child(ren).
- 7.) Assign the devices to students.
- 8.) Monitor the usage of the device through Workspace One every few days.
- 9.) Establish an email that can be used as a “help desk” for students having trouble using their device.
- 10.) **NOTE:** Principals and/or Tech Coordinators/Directors should not provide their personal mobile phone numbers.
- 11.) **Schools using [Google Suite for Education](#):** Create a “help desk” email and attach a Google Voice number using the [Google Voice App](#). It can be used once the “help desk” email is signed-in on a device.

If you have any questions regarding any of the steps mentioned above, please feel free to contact Paul Hernandez, C3 Project Manager at phernandez@la-archdiocese.org.

Blessings,

The C3 Ignite Team

