

# Limestone District School Board

## Planning for technology in your classroom



## Tips for Device Management

### Prior to Your Class

#### Plan ahead...

- Sign up for the cart/tech tubs for the time you need.
- Know where the keys are stored to access the carts/tech tubs. Know where the keys are (or lock combination) to open the carts/tech tubs.
- Decide how and when you will get the technology to your classroom.
- Determine how you will integrate BringIT devices owned by students in the lesson (refer to [Teacher Tips and Tricks](#)).

### During Your Class

- Consider having students sign out the devices. Each device is numbered.
- Review appropriate use of devices as needed (refer to [Classroom Expectations](#)).
- Have students login to their Active Directory accounts and One Drive accounts as needed.
- **Monitor student use of devices.**
- If there are hardware or software issues, be sure to submit a HEAT request ([MyITS.limestone.on.ca](http://MyITS.limestone.on.ca)).

### At the end of Class

- Have students save their work to their Network Drive ([webdocs](#)) or Cloud application ([OneDrive](#), [YouTube](#), [Dropbox](#), [Google Drive](#)).
- Have students **logoff** their Active Directory and One Drive accounts.
- Check to see that all devices are returned.
- Be sure to plug in devices to the power cable in the cart/tech tub so devices are ready for the next user.

### At the end of the School Day

#### Plan for tomorrow...

- Be sure to return the cart to the secured storage location.
- Lock the cart/tubs.
- Plug the cart into a power source. Plug each tech tub into the wall outlet.

