

Distribution of Devices and Objectives

The goal of this device distribution is to enable online learning capabilities for students city-wide in an equitable fashion in response to measures being taken in response to the spread of COVID-19. We hope that lessons learned enabling online learning and remote technology now will inform educational policies and practices beyond the current crisis. Desired outcomes of this initiative include:

- Ensuring continuity of educational experiences while schools are closed
- Fostering student creativity and innovation
- Enabling student-teacher communication and classroom collaboration
- Enhancing student and teacher technology fluency
- Developing critical thinking, problem solving, and decision-making skills
- Encouraging good digital citizenship practices
- Building research and interpretation skills
- Establishing student familiarity with technological operations and concepts

Distribution of Laptops and Technological Devices

Please note that this guidance is for school-based devices ONLY.

We are aware many school leaders have their own system and structure for loaning laptops to students and staff. This [user agreement](#) must be signed when distributing devices. Please keep one copy and provide a copy for families. [A sample tracker is linked here to download](#) if you do not currently have a system. Please continue to administer the technological devices to your staff and students this week ensuring Students in Temporary Housing are the first priority. Classroom teachers, out of classroom teachers and staff must have access to a device in order to deliver remote instruction. Please ensure every student and staff complete the proper documentation prior to distribution. When distributing devices to students, please ensure they bring a bag to carry the device home, as this will ensure the device is kept safe in transport.

When providing the devices to students please share the following ID & password to log-in to the device to connect to an external internet network.

Windows Devices:

ID nycdoe

PW D1IT@D0e

Apple Devices:

ID nycdoe

PW SDE4t3am

If schools or students have any issues with device WiFi access, please contact the DOE Help Desk at 718 935 5100.

Distribution Priority

1. Teachers who do not already have school issued web enabled devices (Preferably laptops)
2. Students in temporary housing with disabilities and/or ELL status, prioritizing students with related services mandates first
3. Students in temporary housing without disabilities or ELL status
4. Students who are economically disadvantaged with disabilities and/or ELL status, prioritizing students with related services mandates first
5. Students who are economically disadvantaged without disabilities or ELL status
6. Students with disabilities and/or ELL status.
7. All other students

Schools may also choose to prioritize older students when distributing laptops and Chromebooks, i.e. devices with keyboards. Younger students in need should be referred to the distribution protocol for centrally purchased iPads (see below) if their school does not have a sufficient supply of age appropriate devices.

Schools should be reaching out to families of students who they are prioritizing for school based distribution so the family or student can come in to pick up the device and so the adults in the home know their student is being provided a device. Please note that this guidance applies to devices the school maintains. This is not for Centrally-provided iPads. Distribution of Centrally-provided devices will begin next week.

Distribution of iPads

In addition to distributing existing DOE devices, in order to help all students adjust to remote learning environments, Apple and T-Mobile will ensure that in the coming weeks, 300,000 New York City public school students who don't currently have an internet-connected device will have one for their schoolwork while we have shifted to remote learning . This will begin with the delivery of 25,000 iPads next week. We anticipate ~50,000 devices will then be delivered for each week after that.

Students in shelters will be the first to receive these devices.

To inform distribution of these devices, we are asking families to complete this survey [this survey, linked here](#) sharing their best contact information over the next few weeks as well as whether they have access to:

- A smartphone
- A laptop/tablet/computer
- Internet
- None of the above

We will use the information to prioritize device distribution and inform families of pickup location.

Please share this survey with your families, particularly those who do not have access to an internet-connected device, and ask them to complete by **Friday, March 20th, 2020**. This information will be essential to support distribution of the devices.

Paper Packets

We have paper packets accessible for students online [linked here](#).. They will also be available at the Regional Enrichment Sites and Food Distribution sites.

Distribution of school based materials

If applicable, please allow teachers the ability to pack up manipulatives, school supplies and artifacts essential to teaching remotely as they support our scholars over the coming weeks.

YouTube Access and Free WIFI

Based on a request from the field ALL sites have YouTube access this week. We are currently in conversation with service providers who are supporting FREE WIFI access for our students.