



## Off-Campus Connectivity Plan

Now you have your team in place it's time to start planning. Creating a plan shouldn't seem like a daunting process. In fact, having a plan in place with goals, objectives, action items, a timeline, budget and ways to measure ensures buy-in from the administration which can lead to success.

<b>Describe your goal(s) for off-campus connectivity:</b> (Increase use of district online resources, number of students connected, participation in digital citizenship programs, etc.)	
<b>How does this goal tie in with district instructional goals?</b> (What students, per instructional practices in each grade or program, are expected to engage in homework, research, collaboration, accessing the LMS, etc.)	
<b>Numbers</b>	
<b># Free-Meal Students:</b>	
<b># of Reduced-Meal Cost Students:</b>	
<b>Estimate of how many students need SmartSpot devices:</b>	
<b>SmartSpot Devices</b>	
<b>Which students get devices?</b>	
<b>Who distributes devices to the students?</b>	
<b>When are devices distributed/collected?</b>	



Team Members/Roles	
<b>Program administrator</b> (Access to Sentinel, primary point of contact with Kajeet, deployment lead, point of contact for school or district staff)	
<b>Technical lead</b> (filtering and content management advisor)	
<b>Instructional lead</b> (reviews reports and analytics)	
<b>Executive sponsor</b> (champion, liaison with administration and School Board)	
<b>Purchasing lead</b> (procurement, keeper of the agreement and terms)	

Timeline (Pre-Deployment)			
		Who?	When?
<b>BEFORE SMARTSPOTS</b>	Market the program		
	Identify which schools/students receive SmartSpots		
	Link SmartSpots to laptops (preset passwords?)		
	Monitor how students use SmartSpots		
	Asset tag SmartSpots for inventory		
	Receive Sentinel training		

Timeline (Post-Deployment)			
		Who?	When?
<b>AFTER SMARTSPOTS</b>	Schedule SmartSpot Health Checks (inventory)		
	Receive SmartSpots in inventory and deliver to student distribution location		
	Schedule/manage parent and/or student distribution event.		
	Participate in 30-day SmartSpot health check		
	Distribute SmartSpots to students		