# 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.

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

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

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| Timeline (Pre-Deployment) |
|  | Who? | When? |
| **BEFORE SMARTSPOTS**  | 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 |  |  |

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| Timeline (Post-Deployment) |
|  | Who? | When? |
| **AFTRER SMARTSPOTS**  | 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 |  |  |