



City School District of New Rochelle
New Rochelle, New York

**School District of New Rochelle
MiFi Distribution Procedure**

Background:

To provide internet access to students who do not have internet services at home, the City School District of New Rochelle (CSDNR) has secured MiFi (mobile hotspot) devices. The District's MiFi Program has 1,000 MiFi units available. A needs assessment was conducted to determine the number of MiFi units needed per school.

To ensure proper and equitable distribution, district-wide guidelines have to be implemented at each school. The District strives to support the technical needs of students who are less fortunate so they too can adapt to the new learning environment brought about by COVID-19. The leadership of each school will be critical in making sure the limited number of devices are distributed, recorded, accounted for, and used in accordance with the Acceptable Use Policy.

Needs Assessment:

The following parameters were used to evaluate the number of students in need of a MiFi device by school:

- a) Elementary School Grades - Students with 10 or more days of non-engagement and are under the Free or Reduced category of the School Lunch Program.
- b) Secondary School Grades - Students with 20 or more days of non-engagement and are under the Free or Reduced category of the School Lunch Program.
- c) All Grade Levels – Homeless students or students certified under foster care.

School	# of Students
New Rochelle High School	404
Isaac E. Young Middle School	145
Columbus Elementary School	101
Albert Leonard Middle School	108
Jefferson Elementary School	69
Trinity Elementary School	28
Davis Elementary School	16
Ward Elementary School	20
Barnard Early Childhood Center	17
Webster Elementary School	16
Campus School	15
Total	939



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Eligibility:

Only students currently enrolled in the City School District of New Rochelle (CSDNR) will be eligible for a MiFi device. The District will provide each school with a list of eligible students for the MiFi Program.

- 1) The student list is meant to serve as a guide on suggested recipients based on the demonstrated need of the student.
- 2) The principal of each school will make the final determination on who qualifies to receive a MiFi device.
- 3) If a qualified student does not want to participate in the MiFi Program, it will be indicated in the student's record.

Notification:

Each school will notify students who have been qualified to be assigned a MiFi unit. The District will provide each school with a list of eligible students with parent/ guardian email addresses and phone numbers.

Assignment & Control:

MiFi devices are property of the City School District of New Rochelle (CSDNR) and will be loaned to eligible CSDNR students.

1. The Instructional Technology Leads (ITL) of each school will be in charge of MiFi distribution, proper documentation and recording of each device.
2. District-owned Chromebooks have been configured to automatically connect to MiFi. Students should bring their Chromebooks at the time they pick up their MiFi for validation.
3. MiFi devices that were not assigned/ picked-up will be returned to the District's IT department on or before October 31, 2020. A confirmation receipt will be provided.

Documentation and Recording:

1. Instructional Technology Leads (ITL) of each school will ensure:
 - a) Each MiFi has a parent-signed CSDNR device loaner form prior to release.
 - b) The MiFi serial number and date of release is recorded in eSchool.
 - c) A copy of the signed CSDNR device loaner form is included in the student's record.



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- d) Opt-out documentation of qualified students who decided not to participate in the MiFi program is included in the student's record.
- 2. ITLs will be trained in the proper use of the CSDNR Inventory Management System to guarantee accurate recording of MiFis and other District assets assigned/ checked out. ITLs will sign-off upon completion of training.

**Snapshot of the user-interface for MiFi recording.*

A screenshot of the "CSDNR Inventory Management" system's "Checkout Asset" form. The form is titled "Checkout Asset" and shows the "Asset Tag 89148000006192914826". The "Model" is "Mobile-Hotspot". The "Asset Name" field contains "Kajeet". The "Checkout to" section has three tabs: "User", "Asset", and "Location", with "User" selected. The "User" field shows "akahn (akahn)" with a dropdown arrow and a "New" button. The "Checkout Date" is "2020-09-14" with a calendar icon. The "Expected Checkin Date" is "Select Date (YYYY-MM-DD)" with a calendar icon. There is a "Notes" text area at the bottom. At the bottom left is a "Cancel" button and at the bottom right is a "Checkout" button with a checkmark icon.