

Duval HomeRoom students, as it relates to technology distribution.

- IT staff is working hard to deliver laptop carts back to schools so you can open with a student to computer ratio of 4 to 1. We may ask a few schools for access to the building over the weekend.
- Tonight the District website will be updated with the attached Parent Guide for Laptop and Hotspot Agreement Forms.
 - Link: <https://dcps.duvalschools.org/site/default.aspx?PageType=3&DomainID=4&ModuleInstanceID=53831&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=66684&PageID=1>
- The District Communications Department will email and call all parents that requested a laptop or hotspot when they filled out the Duval HomeRoom application. We will call both on-time and late Duval HomeRoom applicants. The phone call will go out around 5 – 6 pm tonight.
 - SCRIPT
 - Good afternoon families,
 - This is Duval County Public Schools.
 - If you are receiving this call, it means you have enrolled in Duval Homeroom and indicated your student needs a district-issued laptop or hotspot.
 - The next step for you is to log into Focus and fill out a laptop and/or hotspot agreement form.
 - Once you do that, the district will then assign the devices to you and have them ready for pickup at your student's school.
 - The school will contact you separately to let you know when the equipment is ready for pick up.
 - Instructions for filling out the hotspot agreement form will be available on www.duvalschools.org under latest news.
 - Note that we will be filling in thousands of requests across the district over the next few days. Requests will be filled based on the date of HomeRoom application.
 - We thank you in advance for your patience.
 - Have a wonderful remainder of your evening.
- To assist schools, all the IT Technicians will be dispatched to schools to perform the following:
 - IT will pull the list of Duval HomeRoom students that need a laptop or hotspot.
 - IT will scan and assign the devices to the students in the new Asset Management system.
 - Students that already have a laptop will not be assigned another one.
 - IT will label each device with the student's name for easy identification.
 - Hotspots for those Parents that filled out the Hotspot request before the deadline are already being delivered to schools with the student's name on the device; IT staff is working on assigning and delivering the late application request for hotspots through next week.
 - IT will let the Principal know the devices are assigned and ready to be distributed so that the Principal can notify the parents.

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