

BALTIMORE CITY PUBLIC SCHOOLS

How to Obtain an Additional Inventory of Student Devices (Laptop/Chromebook/Hotspots)

Purpose: To identify two scenarios where schools can request additional device inventory to support students who have not been assigned a device to date or to support replacement of defective/damaged, lost, or stolen devices at the school site.

Please Note: Students should not share laptops/Chromebooks. Laptops/Chromebooks should be brought to school to support learning, testing, and other student-related digital activities.

First-Time Device Recipients

Complete the following steps when a student has never received a BCPSS-issued device.

1. Access the Student Device page in IC Extensions and locate the information for the appropriate student.
2. Review the student's student device data to confirm that a device is not assigned to the student.
(Note: See [Reviewing Device Status in IC Extensions](#) for guidance on how to determine if a device is assigned to a student or not.)
3. Complete the Student Device Request form.
(Note: See [Completing the Student Device Request Form in HEAT](#) for guidance on how to complete the Student Device Request form.)
4. Upon receipt of the new device, assign the device to the student by completing the Device Loaner Information section on the Student Device Data page in IC Extensions.
(Note: See [Entering Student Device Information in IC Extensions](#) for guidance on how to complete the Device Loaner Information section.)

Current Device Recipients

Complete the following steps when a student is receiving another BCPSS-issued device because the student's current device is defective/damaged, lost, or stolen.

1. Access the Student Device page in IC Extensions and locate the information for the appropriate student.
2. Disassociate the current device (i.e. the device that is defective/damaged, lost, or stolen) from the student by completing the device return fields in the Device Loaner Information section on the Student Device Data page.
(Note: See [Recording Student Device Returns in IC Extensions](#) for guidance on how to access and complete the device return fields for the student's current device.)
3. Complete the Student Device Request form.
(Note: See [Completing the Student Device Request Form in HEAT](#) for guidance on how to complete the Student Device Request form.)
4. Upon receipt of the new device, assign the device to the student by completing the Device Loaner Information section on the Student Device Data page in IC Extensions.
(Note: See [Entering Student Device Information in IC Extensions](#) for guidance on how to complete the Device Loaner Information section.)