EDUCATION / RECOVERY PLANNING

Education device refresh

How to scope a school or campus recovery around academic calendars, storage constraints, and student populations.

THE SCOPE IN ONE SENTENCE

Identify **which devices** will return, **when they can leave instruction**, **where they will wait**, and **who can approve each outcome**.

01

Calendar

Map last use, return windows, pickup, and the next issue date.

02

Space

Count peak devices on site, then confirm secure staging capacity.

03

People

Separate cohorts with different access, return, or privacy needs.

START HERE

Scope by cohort and site before choosing a collection date. One district-wide or campus-wide date often hides different instructional and return windows.

01

Work backward from instruction

Use the date when a cohort needs its next device as the hard planning boundary. Confirm the last day the old device is needed before assigning a return window.

FIVE GATES TO PUT ON THE CALENDAR

1 **Last active use** — ACADEMIC LEAD

Exams, summer classes, testing, accommodations, and course work clear.

2 **Return window** — SCHOOL / CAMPUS OPS

Students and staff know where, when, and how to return the device and charger.

3 **Reconciliation** — IT + ASSET OWNER

Expected roster is compared with serials received; missing items get owners.

4 **Collection** — FACILITIES + PARTNER

Secure space, access hours, loading route, and carrier handoff are booked.

5 **Closeout** — PROJECT OWNER

Disposition, sanitization, exceptions, and settlement records are delivered.

K-12 PRESSURE POINTS

Separate spring returns, summer programs, and fall issue. Reserve a route for students who keep devices over breaks.

CAMPUS PRESSURE POINTS

Account for staggered finals, housing move-out, internships, and term overlap across departments.

02

A worked return schedule

Illustrative 600-device site: last instructional use is June 7, 2027; next issue begins August 16. Reserve time to scan and reconcile each batch before releasing it.

JUN 7	JUN 8-11	JUN 10 + 14	JUN 11 + 15
Last active use	**Two return waves**	**Reconcile batches**	**Pickup windows**

FORECAST RETURNS AND PICKUP BY DAY

June 8: 180 returned; 0 picked up; 180 staged at day end. Scan first returns.

June 9: 220 returned; 0 picked up; 400 staged at day end. Count first wave.

June 10: 0 returned; 0 picked up; 400 staged at day end. Reconcile 300 for pickup.

June 11: 200 returned; 300 picked up in the morning; 300 staged at day end. Pickup before second return wave.

June 14: 0 returned; 0 picked up; 300 staged at day end. Reconcile 250; review 50 exceptions.

June 15: 0 returned; 250 picked up; 50 staged at day end. Second pickup; retain exceptions.

CAPACITY DECISION

The peak is **400 staged devices** on June 9-10. Without the June 11 pickup before the second return wave, the peak would reach 600. Confirm pickup timing, room capacity, and an owner for the 50 exceptions. Dates and volumes are planning assumptions, not a service commitment.

03

Size the staging space

A device count alone will not tell facilities whether a room works. Estimate the peak number on site, then translate it into carts, shelves, boxes, aisles, and a safe loading route.

THE WORKING CALCULATION

Staged = returned to date - picked up to date

Calculate by site and day; plan for the highest count.

USE THE WORKED SCHEDULE

The page 3 forecast peaks at 400 staged devices. If one approved shelf position holds 20 devices, the device count alone calls for 20 positions. Add room for packaging, carts, aisles, exceptions, and any devices held for redeployment. Validate actual shelf loads and dimensions with facilities.

SET UP THREE CONTROLLED ZONES

RECEIVED	Count and scan devices before sorting. Keep return forms or student identifiers separate from general labels.
EXCEPTIONS	Hold damaged, unidentified, locked, or disputed devices with a named owner and next action.
RELEASE	Stage approved outbound batches by pickup and keep a device-to-container manifest.

FACILITIES CHECK

Confirm controlled access, floor and shelf limits, fire and battery handling procedures, lift access, loading hours, and who holds keys. Book pickup before the room reaches its usable limit.

04

Plan by population

Use a cohort view so the recovery does not interrupt learning or make a return path inaccessible. The same model may need different windows and support routes.

COHORT / RETURN / ACCESS

Take-home / K-12. Return: school-day and family options; missing charger process. Access: loaners and late-return route.

Graduating / transferring. Return: before exit; outreach for no-shows and address changes. Access: export or retain needed work first.

Residential / mobile. Return: align with move-out, breaks, placements, and remote locations. Access: mail-in or satellite handoff.

Assistive / accommodation. Return: coordinate with the approved support team and individual timetable. Access: equivalent access before swap.

Shared / lab devices. Return: track by room, department, or cart as well as serial. Access: schedule after teaching use.

DATA AND DISPOSITION GATE

Before a device leaves school control, confirm record retention and any outstanding access request; define the approved data-handling route. FERPA does not prescribe a single technical destruction method, while the U.S. Department of Education recommends a documented destruction plan. Select and verify sanitization using the current NIST media guidance. [1][2]

> DECISION OWNER
>
> Name who may release MDM enrollment, approve reuse or resale, and authorize destruction after a failed sanitization.

05

Turn the plan into a scope

One set per site or cohort. Attach inventory and a daily return/pickup forecast. Confirm usable capacity exceeds peak demand.

SITE / COHORT

PROJECT OWNER

EXPECTED DEVICES + MODELS

ON CAMPUS / WITH STUDENTS

LAST INSTRUCTIONAL USE

NEXT-DEVICE ISSUE DATE

RETURN CHANNELS / COUNTS BY DAY

PICKUP DATES / COUNTS BY DAY

SECURE STAGING LOCATION

FORECAST PEAK STAGED DEVICES

USABLE STAGING CAPACITY (DEVICES)

CAPACITY HEADROOM (DEVICES)

MISSING / EXCEPTION OWNER

MDM + LOCK ADMINISTRATOR

APPROVED OUTCOMES

RECORDS DUE / RECIPIENT

BEFORE BOOKING COLLECTION

- [ ] Academic lead confirms all affected groups can release devices.
- [ ] Facilities confirms staging capacity and access route.
- [ ] IT approves data, lock, and exception handling; records are specified.

SOURCES

[1] U.S. Department of Education, Best Practices for Data Destruction
https://studentprivacy.ed.gov/resources/best-practices-data-destruction

[2] NIST SP 800-88 Rev. 2, Guidelines for Media Sanitization
https://csrc.nist.gov/pubs/sp/800/88/r2/final