

STANDARD OPERATING PROCEDURE USB FLASH DRIVES

Purpose: To establish procedures and controls for issuance and use of government-provided USB Flash Drives **Reference:** “USB Flash Drives,” DoDEA Memorandum, December 14, 2005.

Background: Kaiserslautern District TP personnel are being issued USB Flash Drives as part of the implementation of the National Educational Technology Standards. The flash drives are to be used by educators to transfer and save files at their work setting and take files home as needed. These USB Flash Drives are considered to be durable property and are to be accounted for.

Procedures:

1. Each school’s technology committee and educational technologist will be involved in completing the School’s Staff Development Plan (See Atch #1, School Staff Development Plan USB Pen Drives).
2. The completed plan should be submitted to the District Educational Technologist.
3. The District Educational Technologist will forward the USB Flash Drives to the school support assistant (SSA).
4. Once received, the SSA will label each drive with the school’s DoDDAC number and reference number, (i.e. HE2339-1, HE2339-2, etc.).
5. After training has occurred, TP employees may sign out a USB Flash Drive for use in transferring and saving files at their work setting and to take files home as needed.
6. At the end of the school year, USB Flash Drives should be returned according to school procedures to the (SSA) and stored in a secure area.

Controls:

1. Annual Inventory of USB Flash Drives
2. Observations of appropriate use of USB Flash Drives

// original signed //
DR. DELL MCMULLEN
Superintendent

Attachment:

School Staff Development Plan USB Pen Drives

School Staff Development Plan USB Pen Drives

Please fill in the information below and send it to your District ET. When the plan is received, the pen drives will be packaged at the DSO and mailed to your school.

School Name

Submission Date

Distribution and Documentation Plan

(Everyone is required to participate in Staff Development, and the school must maintain a list documenting who received pen drives).

Staff Development Plan

(The following are expected to be features of the training. It can be individual training during planning periods, before or after school, etc.)

- Hands-On Instruction
- Directions for use (inserting, stopping, removing a pen drive) and practice
- Advantages of use
- Cautions: A pen drive is not a permanent storage device.
- Curricular Connections: NETS Standards for Teachers (examples below)
 - I, B: Demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.
 - III, A: Facilitate technology-enhanced experiences that address content standards and student technology standards.)

Staff Development Presenters

(It is highly recommended that the school's technology committee plan and deliver the staff development).