



# Back-to-School device readiness

checklist for K-12 IT teams





**Everything you need to prepare, secure, and distribute student devices before day one.**



## Pre-deployment planning

- ☐ Audit your current inventory and record device conditions
- ☐ Set device lending goals and define student-to-device ratios
- ☐ Assess device needs for new enrollments and program expansion
- ☐ Review last year's lessons and adjust planning accordingly



## Procurement and repairs

- ☐ Repair or retire damaged devices from last year
- ☐ Factory reset and prep reusable devices
- ☐ Finalize procurement based on inventory gaps and budget
- ☐ Log all device serial numbers and assign Prey IDs



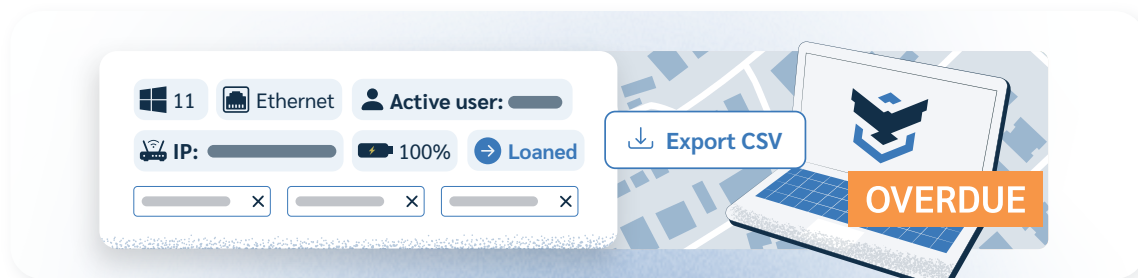
## Security policy & compliance updates

- ☐ Update Acceptable Use Policies (AUP) for students
- ☐ Ensure policies meet FERPA/CIPA/compliance requirements
- ☐ Collect digital or physical parent/guardian consent forms
- ☐ Enable encryption, MFA, and firewall protections



## Software & access configuration

- ☐ Install essential learning applications and updates
- ☐ Set user permissions, app restrictions, and allowed usage hours
- ☐ Configure network access and school domain policies



## Device loan setup & monitoring

- ☐ Assign devices using Prey Loan Manager or internal LMS
- ☐ Schedule and document distribution days and locations
- ☐ Set loan duration, renewal, and overdue policies
- ☐ Automate reminders for returns and loan expiration



## Lost or stolen device response plan

- ☐ Set up Prey geofences around school and off-campus zones
- ☐ Enable alerts for unauthorized movement or tampering
- ☐ Train staff on how to report and escalate incidents
- ☐ Test remote lock, wipe, and missing report workflows





## Cybersecurity & data protection

- ☐ Install anti-malware and endpoint protection on all devices
- ☐ Ensure OS and app patches are up-to-date
- ☐ Conduct cybersecurity awareness training for staff and students
- ☐ Limit admin access and enforce password policies



## Rollout strategy & follow-up

- ☐ Start with a small teacher/staff group to pilot distribution
- ☐ Expand to full grades only after addressing pilot issues
- ☐ Document feedback and adjust rollout as needed
- ☐ Schedule follow-up audits and tech support windows

### Want the full playbook?

#### Want a deeper dive into school device distribution?

Download our full guide: **Beginning of the School Year Device Distribution Best Practices**. It's packed with tips on planning, privacy, incident response, and rollout strategies.

[Download guide](#)

Let's build a  
stronger—and  
on-budget—1:1  
program together



#### Too many devices, too little time?

We help K–12 IT teams like yours to track, secure, and manage school tech—without the spreadsheet gymnastics.

Let's chat about how Prey can fit into your 1:1 or shared device strategy.



Email us at [sales@preyproject.com](mailto:sales@preyproject.com)

Or visit [preyproject.com/education](https://preyproject.com/education)

# About Prey

---

Prey is a cross-platform **Device Tracking & Security** tool to stay in control of remote assets. It's a service that protects over 8 million devices and their data every day, all around the world.

Prey started in 2009 as a small tech company with a sole purpose: helping people keep track of their devices. 15 years later, our service evolved into a trusted multi-tool for both people and businesses. We are experts at tracking, protecting and managing your work and play tech tools. And a proud team of people willing to support you.

Prey for: [People](#) | [Businesses](#) | [Schools](#)

Prey Spa. © Santiago, RM Chile