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1. OVERVIEW

1.1 Digital Convergence Goals

One of the overriding goals of the Digital Convergence initiative is to maximize the learning potential of all students in an effort to prepare them for a successful future as 21st century citizens. In an effort to do so, Miami-Dade County Public Schools (M-DCPS) wants to provide students with the experience of using various mobile devices. The use of 1:1 mobile devices will aid in developing independent learners, provide for collaboration and communication between students and teachers, and extend student learning beyond the classroom.

The policies, procedures, and guidelines outlined in this document apply to all district-issued mobile devices (i.e., tablets, laptops) in the district. Information is also provided regarding the Bring Your Own Device (BYOD) personal devices. Additional requirements are at the discretion of each school and/or classroom teacher.

Mobile Device Project Goals:
• Create rigorous, relevant, student-centered learning environments that better prepare all students for the global community
• Engage learners with transformative instruction enhanced by collaboration, problem solving, critical thinking, communication, and technological literacy
• Ensure equity and access to digital tools and resources
• Strengthen 21st century skills necessary for future success

Curriculum Integration Goals:
• Authentic Connections: the learning experience provides real world relevance and opportunity for students to apply their learning to create a product that has purpose and relevance
• High Levels of Engagement: students collaborate on tasks, process and/or solutions
• Higher-Order Thinking: the questions and tasks are designed to promote analyzing, evaluating, and creating
• Technology Use: devices are used in a seamless fashion to promote student learning, and students use self-selected digital resources to accomplish learning outcomes beyond traditional strategies

1.2 Mobile Devices and Promethean Interactive Boards Rollout

Schools at all levels have received mobile devices to increase student access to computing technology. Between 2013 and 2017, over 140,000 mobile devices were deployed to schools across the district. In addition to deploying mobile devices, the district has implemented an interactive board retrofit initiative, adding Promethean systems to over 12,600 classrooms district-wide.
As part of the Digital Convergence initiative, tablets and laptops have been deployed to schools to support a myriad of projects and address technology needs and upgrades. Below is the breakdown of mobile devices deployed to schools.

**Laptops**
- Technology needs/upgrades (elementary, middle, senior)
- Elementary Take Home Model - selected schools
- Senior Academies (e.g., iPrep)
- Special Programs (e.g., iPrep Math)
- Minimum 1 laptop cart for all elementary schools and K-8 centers

**Tablets**
- 6th grade English Language Arts (ELA) – selected schools
- 6th Grade U.S. History
- 7th Grade Civics
- 8th Grade US History
- 8th Grade Algebra and Physical Science – selected schools
- Middle Grades Intensive Math
- Middle Grades Self-Contained Autism units
- 9th Grade World History
- 10th Grade English Language Arts (ELA) – includes ESOL
- 11th Grade English Language Arts (ELA) and U.S. History – includes ESOL

Mobile devices are intended to serve as student instructional tools, and as such, are to be distributed to students and teachers in the designated subjects. **Mobile devices are not to be used for administrative purposes.**

1.3 **Personal Devices (BYOD)**

If parents decide to allow their child to use his/her own personal device in lieu of a district-provided device, the parents must sign form FM-7523 and return it to the school. Parents can access more information regarding the BYOD program, including specifications for personally-owned devices, at the BYOD website located at [http://wifi.dadeschools.net](http://wifi.dadeschools.net). School staff can access Form 7523 by logging into [http://www.dadeschools.net/](http://www.dadeschools.net/) and using the Records and Forms Management forms search located in the Apps/Services/Sites section of the portal or by using the following link: [http://forms.dadeschools.net/search.asp](http://forms.dadeschools.net/search.asp).

1.4 **Using this Guide**

This implementation guide provides general information and instructions on maintaining, storing, distributing, using, and caring for the mobile devices. The term “mobile device” will be used to refer to tablets or laptops. As part of the Digital Convergence initiative, middle schools and K-8 centers will be implementing an in-school model in which devices will be used only in the classrooms, while high schools...
will be implementing a *take-home model* in which students will be assigned a mobile device to use at home and in school. Guidelines, instructions, and procedures have been provided to help schools in implementing either deployment models. Schools should follow the instructions intended for their specific deployment model.

### 1.5 Designated Site Person (DSP) Responsibility

Each secondary school (middle schools and senior high schools) should identify a Designated Site Person (DSP) who will be the primary contact for the mobile device deployment at his/her school. Instructions for identifying and verifying the DSP at the school site will be provided through the Weekly Briefing system to all school administrators prior to the beginning of the school year. Typical responsibilities of the DSP include the following:

- Coordinating deliveries with United Data Technologies (UDT)
- Communicating with site based technician and/or UDT regarding repair issues
- Distributing devices to teachers and/or students
- Allocating appropriate number of classroom sets of devices (in-school model)
- Assisting teachers with distributing devices to students (take-home model)
- Managing the circulation and inventory of devices through the Asset Tracking Management System (ATMS), including the pool of spare devices [Note: In some schools, the DSP is responsible for the physical management and inventory of the mobile devices, while another individual has the ATMS Level 2 access to update the ATMS. If the DSP does not have ATMS Level 2 access to update the ATMS or create Service Tickets, then the ATMS Level 2 User (AL2) updates the ATMS and creates the tickets.]
- Updating the device status in ATMS when device is submitted for repair and after device is repaired by school technician or UDT
- Training school site personnel on the functionality and use of the ATMS
- Overseeing the collection of mobile devices at the end of the school year
- Locating secure storage area(s) for devices over summer break and other extended school recess periods
- Ensuring that procedures are followed in preparing devices for summer refresh
- Disseminating district information to teachers and/or administrators regarding mobile device project

### 2. ISSUING DISTRICT MOBILE DEVICES

Schools will implement one of two models when distributing and using the mobile devices. In the **Take-home Model** students are provided a mobile device for use in school and at home and in the **In-school Model**, students use devices in school as part of classroom instruction.

**Take-home Model**

Schools implementing a take-home model (high schools) will check out devices to students for them to use in class and at home. Students may use the devices during the school year, but must turn them in when requested for quarterly checks and at the end of the school year.
High schools may implement a modified “in-school” model for the first two weeks of school, while they plan the distribution of mobile devices to students. However, district-issued mobile devices must be distributed and assigned to students by the end of the third (3rd) week of school.

The different models currently in use in the District as part of Digital Convergence are the HP Notebook 210 G1, HP ProBook 11EE, HP Elitepad 900, HP Pro Tablet 10 EE G1, HP X360-310 Convertible, HP X360 11G1 EE, Lenovo X131E, and Lenovo X230, Lenovo Yoga 11e. All tablets, regardless of model, will have the same default district image, so they are interchangeable in terms of functionality and pre-loaded applications. However, as a management strategy, it is recommended that mobile devices be continued to be used in the grades/classes in which they were first introduced as the teachers in those classes are familiar with that device. Familiarity with the device will facilitate the integration of technology in classroom instruction as well as basic troubleshooting and management of the device by the teacher. Additionally, as much as possible, different devices should not be mixed within a class, even if those devices are intended to be checked out to students to take home. Maintaining uniformity of devices within a class will facilitate device management, classroom management, and device troubleshooting by teachers.

**In-school Model**

Schools using this model (middle schools and K-8 centers) will deploy a cart with devices to the appropriate classrooms (i.e., 7th grade Civics, 8th grade US History) for teachers to use in daily instruction, but the mobile devices remain in the classrooms. Students use devices in school but do not take them home.

**Annual Technology Fee: Take-home Model**

In order to receive a mobile device, students in 9th, 10th, or 11th grade are required to pay a technology fee. See chart below. The technology fee covers repair of device *malfunction*; it does **NOT** cover repair from neglect or abuse, loss or damage of the accessories (i.e., charger, case, keyboard, etc.), or replacement of the device. The technology fee should be collected prior to students receiving a mobile device; however, if a family presents a hardship case regarding the payment of the fee, the school administrator may opt to provide the student with a mobile device and delay the payment of the fee until the family is able to pay or waive the fee.
Annual Technology Fee for Ninth, Tenth and Eleventh Grade Students Only

The annual technology fee will be used for non-warranty repair and replacement of mobile devices and accessories. The technology fee is included in the Special Fees and Charges School Request form, FM-2396.

<table>
<thead>
<tr>
<th></th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students on Regular Price Lunch</td>
<td>$20.00</td>
</tr>
<tr>
<td>Students on Reduced Price Lunch</td>
<td>$10.00</td>
</tr>
<tr>
<td>Students on Free Lunch</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Asset Tracking Management System (ATMS)

Schools will use the Asset Tracking Management System (ATMS) to “check out” mobile devices to students and teachers by assigning the mobile device serial number to the student ID or teacher employee number. Schools will also have the ability to update and view the current status of a device (e.g., checked out, in repair, lost, etc.) Each school should identify those staff members who are to have access to the ATMS as “ATMS Users.” Instructions for identifying and verifying the ATMS Users and assigning the appropriate access levels for the users will be provided through the Weekly Briefing system to all school administrators prior to the beginning of the school year. Additionally, an Asset Tracking Management System User Guide is available on the Digital Convergence website to assist school staff with using the ATMS.

2.1 Mobile Device Distribution and Collection Timetable

The following timeline has been established to ensure a smooth and organized distribution of mobile devices. The chart below details the tasks associated with the management of mobile devices and the time frames within which they are to be completed. Whenever appropriate, tasks intended for specific deployment models will be identified. A Mobile Device Project Planning Checklist (Appendix A) is provided in this document to assist school site administrators in planning the distribution of mobile devices to students.
<table>
<thead>
<tr>
<th>Due Date(s)</th>
<th>✓ - Task Required</th>
<th>X - Not Applicable</th>
<th>In-school Model</th>
<th>Take-home Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/18/17</td>
<td>Identify the <em>Designated Site Person (DSP)</em> and <em>ATMS Users</em> for your school site (See Weekly Briefing #21578)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>8/18/17</td>
<td>Provide appropriate grade level/subject area teachers with device cart and mobile devices</td>
<td>✓</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8/18/17</td>
<td>Use the ATMS to assign devices to teacher Loaner Groups</td>
<td>✓</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8/18/17</td>
<td>School administrator, school technician, and DSP participate in the Mobile Device Opening of School Webinar</td>
<td>X</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>8/21/17</td>
<td>Teachers begin using mobile devices as part of classroom instruction (<em>HS teachers may use a class set of devices in classrooms until devices are checked out to students</em>)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
| 8/25/17    | Send the following documents home with students to share with parents:  
• Agreement for Student Use of Mobile Device Computer (“mobile device agreement”)  
• Mobile Device Insurance information | X | ✓ | |
| 8/28/17    | Select a distribution model to distribute the devices to students | ✓ | ✓ | |
| 9/7/17     | Check out devices to students using the ATMS | X | ✓ | |
| Ongoing    | Conduct *quarterly* checks of mobile devices – *Take-home Model* [See 2.4 Conducting Quarterly and Mid-year Checks of Mobile Devices] | X | ✓ | |
| Ongoing    | Conduct *mid-year* check of mobile devices – *In-school Model* [See 2.4 Conducting Quarterly and Mid-year Checks of Mobile Devices] | ✓ | X | |
| May 2018*  | Gather mobile devices from classrooms  
• Check in the devices (loaner groups) through the ATMS  
• Store devices in secure location in preparation for refresh process | ✓ | X | |
| May 2018*  | Collect mobile devices from students  
• Check in the devices through the ATMS  
• Ensure all student obligations, incurred throughout the year, are satisfied or are recorded in the students’ records  
• Place devices in secure location in preparation for refresh process | X | ✓ | |

*Specific dates for device collection and summer refresh process will be provided through a Weekly Briefing.*
2.2 Scenarios for Distributing Devices to Students - Take-home Model Only

The three scenarios listed below have been provided as examples for checking out devices to students. School site administrators may select one of the scenarios below or implement a modified plan that best suits the school’s needs. During the distribution process, students and/or parents should be provided with instructions on taking care of the devices. Instructions on caring for the mobile devices can be found in Section 7: Care of Mobile Devices.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Tasks/Steps</th>
</tr>
</thead>
</table>
| **Scenario I: Parent Meeting** | 1. Organize a parent meeting to distribute the tablets.  
2. Send letter home to parents providing time, place, and date of the meeting. State that they are required to attend in order for students to receive mobile devices.  
3. You may consider staggered parent meetings, throughout a designated week, in order to facilitate the distribution of devices.  
4. Meetings can be organized either by student last name or by the appropriate subject area classes (i.e., social studies, grade 9 or language arts, grade 10).  
5. Parents/students must provide the signed mobile device contract and pay the technology fee* in order to receive a device.  
6. Devices must be checked out using the Asset Tracking Management System (ATMS). |
| **Scenario II: In-School Assembly** | 1. Conduct assemblies for the appropriate subject area classes to distribute student mobile devices.  
2. Assemblies can be planned throughout several days to accommodate all the designated subject area classes.  
3. Students should have the signed Agreement for Student Use of Mobile Device Computer (“mobile device agreement”), technology fee*, and student ID in order to receive a device.  
4. Devices must be checked out using the Asset Tracking Management System (ATMS). |
| **Scenario III In-class Distribution** | 1. Distribute devices through the appropriate subject area classrooms.  
2. Students must have the signed mobile device agreement, technology fee*, and student ID in order to receive a device.  
3. Devices must be checked out using the ATMS. |

*Schools have discretion regarding waiving or delaying the collection of the technology fee, but schools should collect a signed mobile device agreement before providing a student with a mobile device.
2.3 Procedures for Checking Out Devices or Assigning Loaner Groups

2.3.1 Checking Out Devices to Students: Take-home Model

The following steps are to be included in any of the scenarios the school chooses to implement to check out devices to students.

1. Collect signed student/parent contract
2. Collect the technology fee
3. Offer optional insurance for devices
4. Use the ATMS to check out devices to students. Depending on the distribution model implemented by the school, the DSP or the appropriate grade level or subject area teacher may be responsible for checking out the devices to students.
5. Each student will receive a mobile device and the appropriate accessories, depending on which model he/she is given.
6. Prior to checking out devices, schools may need to implement an “in-school” model for the first three weeks of school. Guidelines for managing the devices and accessories during the first few weeks of school are provided Section 9: Daily Routines When Using Devices: Take-Home Model.

2.3.2 Assigning Loaner Groups: In-school Model

1. Use the Asset Tracking Management System (ATMS) to assign devices to teacher Loaner Groups.
2. Teachers should keep the devices and accessories in the classroom. Guidelines for managing the devices and accessories are provided in Section 8: Daily Routines When Using Devices: In-school Model.

2.4 Conducting Quarterly and Mid-Year Checks of Mobile Devices

2.4.1 Quarterly Checks: Take-home Model

Mobile devices that were provided to students should be checked during the school year to ensure that they are still in students’ possession and to confirm that they are still in working order. Conducting quarterly checks for these devices will reduce the quantity of devices that may need to be sent for repair at the end of the school year. Schools implementing the Take-home Model should conduct quarterly mobile device checks (one every grading period) of devices checked out to students and devices in storage. The steps are outlined below:

1. Have students bring in mobile devices
2. Use the Asset Inventory Check function in ATMS to record date device was seen
3. Check devices in storage and repeat Step #2
4. Send any damaged devices for repair and change the status in the ATMS by creating a Service Ticket
2.4.2 Mid-Year Check: In-school Model

Schools implementing the In-school Model should conduct a mid-year mobile device check for all devices in classrooms and in storage rooms to ensure that they are still in the school and are in working order. Conducting a mid-year check for these devices will reduce the quantity of devices that may need to be sent for repair at the end of the school year. The steps are outlined below:

1. Check devices in classrooms
2. Use the Asset Inventory Check function in ATMS to record date device was seen
3. Check devices in storage room(s) and repeat Step #2
4. Send any damaged devices for repair and change the status in the ATMS by creating a Service Ticket

2.5 Instructions for Using the Asset Tracking Management System

Please see the Asset Tracking Management System (ATMS) Instruction Guide for information on using the ATMS to check out mobile devices to students, conducting the mobile device inventory checks, and other functions. The guide can be found at http://digital.dadeschools.net/.

3. PROCEDURES FOR MANAGING/HANDLING DEVICES

3.1 Storing the Device: Both Models

Whenever devices are not in use by students or teachers (e.g., spare pool devices or devices stored during the winter, spring, or summer recesses) they should be kept in a secure, locked location. When storing mobile devices, heavy objects should not be placed on top of the devices as this could result in damage. Under no circumstances should mobile devices be left unattended in unsupervised or common areas such as the cafeteria, hallways, media center, gym, PE field, computer labs, restrooms, or any unlocked classroom. Any device left unattended may be stolen. If a mobile device is found in an unsupervised area, it must be taken to the DSP or a school administrator. Additional information regarding the care of mobile devices is provided in Section 7: Care of Mobile Device. See Section 1.2: Mobile Device Rollout. Schools should maintain no more than 10% of devices in storage as a spare pool inventory for device replacement. Mobile devices in the spare pool or devices that are not currently checked out to students are not to be used for administrative purposes.
3.2 Handling Lost/Stolen Devices

The following steps should be followed when students report a device lost or stolen.

3.2.1 Handling Lost Devices: Take-home Model

1. **Update ATMS**

   The DSP or ATMS Level 2 User (AL2) should update the device status in the ATMS to indicate that the device was lost. This can be done by using the **One Click Lost/Stolen** option in the **One Click Actions** tab of the ATMS. Additional instructions may be found on the Digital Convergence website located at [http://digital.dadeschools.net/](http://digital.dadeschools.net/).

2. **Issue Financial Obligation and Replacement Device**

   1. Student should be issued a financial obligation for the replacement cost of the device. The full replacement value can be found on the Digital Convergence website located at [http://digital.dadeschools.net/](http://digital.dadeschools.net/).

   2. The DSP or AL2 should implement **ONE** of the following steps:
      
      a. **Issue the student a replacement device, only if the student does NOT have a prior, outstanding financial obligation for a device.** The device should be checked out to the student using the ATMS. (The student will use the replacement device for the remainder of the school year. Note: If the student has a prior incident of reporting a device as stolen, lost, or damaged, but paid for it and the financial obligation was fulfilled, the student may be provided with a replacement device.

         OR

      b. **Request that the classroom teacher issue the student a print textbook, only if the student has an outstanding obligation for a previous device.**

3. **Bring Your Own Device (BYOD)**

   If the student chooses to bring in his/her own device, he/she must sign the BYOD agreement; however, the student is still responsible for the financial obligation for the lost, district-issued device.
3.2.2 Handling Stolen Student Assigned Devices: Take-home Model

The following steps should be followed when a device is reported stolen by a student.

1 Complete Police Report
   1. If the device was stolen on school grounds, the school administration must complete a Plant Security Report (FM-0365) with the school police and submit a copy to Instructional Technology.
   2. If the device was stolen off campus, student must present a police report, including case number, to the school administration. A replacement device should not be issued to the student without a police report.

2 Update the ATMS
   The DSP or AL2 should update the device status in the ATMS to indicate that the device was stolen. This can be done by using the One Click Lost/Stolen option in the One Click Actions tab of the ATMS. Additional instructions may be found in the Mobile Device Reference Guide located on the http://digital.dadeschools.net/ website.

3 Issue Financial Obligation and Replacement Device
   1. Student should be issued a financial obligation for the replacement cost of the device. The full replacement value can be found in the Mobile Devices Technology Recovery Fees chart located on http://digital.dadeschools.net/.
   2. The DSP or AL2 should do ONE of the following:
      a. Issue the student a replacement device, only if the student does NOT have a prior, outstanding financial obligation for a device. The device should be checked out to the student using the ATMS. The student will use the replacement device for the remainder of the school year. Note: If the student has a prior incident of reporting a device as stolen, lost, or damaged, but paid for it and the financial obligation was fulfilled, the student may be provided with a replacement device. OR
      b. Request that the classroom teacher issue the student a print textbook, only if the student has an outstanding obligation for a previous device.

4 Bring Your Own Device (BYOD)
   If the student chooses to bring in his/her own device, he/she must sign the BYOD agreement; however, the student is still responsible for the financial obligation for the stolen device.
3.2.3 Handling Stolen Devices Not Assigned to Students: In-school Model

The following steps should be followed when a device is reported missing from classroom carts or storage room(s).

1. **Inform DSP and School Administrator**
   
   Inform the DSP and the school administrator that a device is missing.

2. **Update the ATMS**
   
   1. The DSP or AL2 should update the ATMS to indicate that the device has been stolen. This can be done by using the One Click Lost/Stolen option in the One Click Actions tab of the ATMS. Additional instructions may be found in the Digital Convergence website located at [http://digital.dadeschools.net/](http://digital.dadeschools.net/).
   
2. The DSP should provide the teacher with a replacement device for classroom instructional use.

3. **Report Incident to School Police and Complete FM-0366**
   
   The school administrator, principal designee, or DSP must report the incident to the school police and complete a police a Plant Security Report (FM-0366).

4. **Request Replacement Device**
   
   1. The school principal may request a replacement tablet from the Instructional Technology (IT) Department.
   
2. A copy of the Plant Security Report (FM-0366) should be emailed to IT with any request(s) for replacement tablets.
   
3. Instructional Technology will **not honor** replacement requests without the completed Plant Security Report, FM-0366.

3.3 Handling Broken Devices

3.3.1 Handling Broken Devices: Take-home Model

The steps below should be followed when handling broken devices in the Take-home Model. **Some of the steps are to be handled by the Designated Site Person (DSP) and others by the School Technician (ST).** If the DSP does not have ATMS Level 2 access to update the ATMS or create Service Tickets, then the ATMS Level 2 User (AL2) updates the ATMS and creates the tickets. Because the School Technician may not be onsite every day, broken devices should be stored in a secure location until the school technician is able to review and/or repair the device.

NOTE: Payment of the non-refundable technology fee is required each year from students, prior to being issued a device. (See Section 2: Issuing District Mobile Devices) This fee covers repair of device malfunction. It does NOT cover repair from
neglect or abuse, loss or damage of the accessories (i.e., charger, case, keyboard, etc.), or replacement of the device. Broken or damaged devices will be reviewed on a case-by-case basis. Students are responsible for the cost of repairing the mobile devices.

1 Create Service Ticket Entry and Update ATMS

1. Under Level 2 access, pull down to Service Ticket Entry.  
2. Indicate whether the device was assigned to a student. If, yes, enter the student ID. The assigned device number is filled. Verify the serial number that appears with the serial number on the lock screen of the device.  
3. The site name and address are also auto-populated.  
4. Check the appropriate repair status.  
5. If a replacement device is being assigned to a student, check the box and enter the replacement serial number. This box is only visible if "Yes" is selected in the first field.  
6. Verify that the "Create Heat Ticket" box is checked. Failure to check this box will require that a separate HEAT ticket be created.  
7. Enter your employee number.  
8. Complete the remaining contact information.  
9. If the site information is incorrect, check the "Site Information Needs Correction" box.  
10. If the "Create Heat Ticket" box is checked, a separate ticket does NOT need to be entered into the HEAT system. It is automatically generated.  
11. Use the tablet serial number when entering tickets for the 10EE keyboard.  
12. Students with non-warranty repairs (cracked screens, physical damage, etc.) who have purchased insurance from Worth Ave. Group should file the claim and follow the directions provided by the insurance company regarding repairs.

2 Issue Financial Obligation and Replacement Device

1. Issue the student a financial obligation for the cost of the device pending the review and confirmation of the repair costs and whether the repairs are covered under warranty.  
2. Follow **ONE** of the following steps:
a. Issue the student a replacement device, **only if the student does NOT have a prior, outstanding financial obligation for a device.**

   The device would be checked out to the student using the ATMS.

   The student will use the replacement device for the remainder of the school year. *(Note: If the student has a prior incident losing or damaging a device, but paid for it and the financial obligation was fulfilled, the student may be provided with a replacement device.)*

   **OR**

b. Request that the **classroom teacher** issue the student a print textbook, **only if the student has an outstanding obligation for a previous device.**

   If the student chooses to bring in his/her own device, he/she must sign the BYOD agreement; however, the student is still responsible for the financial obligation for the broken device.

### 3 Troubleshoot and Repair the Device

1. Review the Heat Ticket for the broken device.

2. Examine the device to determine issue.

3. If the device **can be repaired** by doing a restore:
   a. Restore to the default District image.
   b. Notify the DSP that the device has been repaired so that it can be placed back in the pool of spares.
   c. Update the device status in the ATMS to indicate that it was repaired and is available for check out. If the device is still “checked out” to the student who submitted it for repair and that student has already been issued a replacement device, then the device should be checked in. This can be done by using the “One Click Return” option in the **One Click Actions** tab of the ATMS. Additional instructions may be found in the Mobile Device Reference Guide located on the [http://digital.dadeschools.net/](http://digital.dadeschools.net/) website.
   d. Return the device to the school’s pool of spares.

4. If the device **cannot be repaired** by the ST:
   a. Submit the HEAT ticket to UDT by clicking on the “Send to UDT” button on the M-DCPS HEAT ticket. **Do NOT close the HEAT ticket.**
   b. Ship the device to UDT using the prepaid box provided and enclose a copy of the HEAT ticket.
   c. Notify the DSP to update the Service Ticket Entry in the ATMS to indicate the device was “Sent to UDT for Service.”
4 After Device is Serviced by UDT and Returned to School

1. Check the device to verify that it was repaired properly
   (ST)
2. Return the device to the school’s pool of spares.
   (ST)
3. Update and close the Heat Ticket to indicate the device has been
   repaired by UDT and in working order.
   (ST)
4. Inform the DSP that the device has been returned and whether it was
   a “warranty” or “non-warranty” repair.
   (ST)
5. Update the ATMS to indicate the device has been returned and is
   available for checkout. *(Note: If the device is still “checked out” to the
   student who submitted it for repair and that student has already been
   issued a replacement device, then the device should be checked in. This
can be done by using the “One Click Return” option in the One
Click Actions tab of the ATMS. Additional instructions may be found in
the Digital Convergence website located at
   http://digital.dadeschools.net/).*
   (AL2)
6. As part of the repair process, UDT will update the ATMS to indicated if
   the repair was considered “Under Warranty”:
   a. If the repair was under the manufacturer’s warranty, the DSP
      should remove the financial obligation and inform the student and
      the student would not be charged for any repairs.
      (AL2)
   b. If the repair was not under warranty, the student is responsible for
      the cost of the repairs. The DSP will update the financial obligation
      to reflect the actual cost of the repair.
      (AL2)

3.3.2 Handling Broken Devices: In-school Model

The steps below should be followed when handling broken devices in the In-school
Model. **Some of the steps are to be handled by the DSP and others by the School
Technician.** Because the School Technician may not be on site every day, broken
devices should be stored in a secure location until the school technician can review
and/or repair the devices or send it to UDT for repair.

Note: Broken or damaged devices will be reviewed on a case-by-case basis. If a device
or accessories (i.e., charger, keyboard, etc.) are damaged as a result of purposeful
actions by a student, such as abuse, then the student is responsible for the cost of
repairing the mobile devices.
1 Create Service Ticket Entry and Update ATMS

1. Under Level 2 access, pull down to Service Ticket Entry. AL2
2. Indicate whether the device was assigned to a student. If No, scan the serial number in the field “Broken Serial Number.” AL2
3. The site name and address are also auto-populated. AL2
4. Check the appropriate repair status. AL2
5. Verify that the "Create Heat Ticket" box is checked. Failure to check this box will require that a separate HEAT ticket be created. AL2
6. Enter your employee number. AL2
7. Complete the remaining contact information. AL2
8. If the site information is incorrect, check the "Site Information Needs Correction" box. AL2
9. If the "Create Heat Ticket" box is checked, a separate ticket does NOT need to be entered into the HEAT system. It is automatically generated. AL2
10. Use the tablet serial number when entering tickets for the 10EE keyboard. AL2
11. Issue classroom teacher a replacement device to keep in the classroom cart. AL2

2 Issue Financial Obligation and Replacement Device

If the device was damaged by a student, issue the student a financial obligation for the cost of the device pending the review and confirmation of the repair costs and whether the repairs are covered under warranty. AL2

3 Troubleshoot and Repair the Device

1. Review the Heat Ticket for the broken device. ST
2. Examine the device to determine issue. ST
3. If the device can be repaired by doing a restore.
   a. Restore to the default District image. ST
   b. Notify the DSP that the device has been repaired so that it can be placed back in the pool of spares. ST
   c. Update the device status in the ATMS to indicate that it was repaired. AL2
   d. Return the device to the school’s pool of spares. ST
4. If the device cannot be repaired by the ST...
a. Submit the HEAT ticket to UDT by clicking on the “Send to UDT” button on the M-DCPS HEAT ticket. Do NOT close the HEAT ticket.

b. Ship the device to UDT using the provided, prepaid box and enclose a copy of the HEAT ticket.

c. Notify the DSP to update the Service Ticket Entry in the ATMS to indicate the device was “Sent to UDT for Service.”

4. After Device is Serviced by UDT and Returned to School

1. Check the device to verify that it was repaired properly

2. Return the device to the school’s pool of spares.

3. Update and close the Heat Ticket to indicate the device has been repaired by UDT and in working order.

4. Inform the DSP that the device has been returned and whether it was a “warranty” or “non-warranty” repair.

5. Update the ATMS to indicate the device has been returned and is available for use.

6. As part of the repair process, UDT will update the ATMS to indicate if the repair was considered “Under Warranty.”

   a. If the repair was under the manufacturer’s warranty, UDT will indicate in the ATMS that the repair was under warranty.

   b. If applicable, the DSP should remove the financial obligation from student’s file and inform the student and the student would not be charged for any repairs.

   c. If a student damaged the device and the repair was not under warranty, the student is responsible for the cost of the repairs. The DSP will update the financial obligation to reflect the actual cost of the repair.

3.4 Handling Payment of Student Obligations for Devices

The steps below outline the process for handling student financial obligations for district-issued devices.

1. The student pays his/her obligation for a lost/broken device to school Treasurer.

2. The Treasurer processes the payment according to procedures outlined in the Manual of Internal Accounting and deposits the student’s payment in a special account established by the Office of the Controller. See Weekly Briefing #17434, posted on April 27, 2015.
3. The Treasurer clears the student’s financial obligation for the device.
4. The Treasurer notifies the DSP that the student fulfilled his/her device financial obligation for the device.

3.5 Restoring the Devices

All mobile devices may be restored to the default District image to repair software issues or to remove inappropriate content. Restoring removes all data on the mobile device; therefore, students are urged to save their work in the district-provided cloud storage, OneDrive. When restoring devices, school technicians must restore to the default District image; they may not create a new image.

3.6 Collecting Student Devices

Regardless of which scenario is selected, schools should use the ATMS to “check in” devices that were checked out to students. As part of the end-of-year procedures, schools need to store devices and prepare them for the summer refresh and update process. Information regarding the end-of-year collection and refresh procedures can be found on the District’s Digital Convergence website located at http://digital.dadeschools.net/school_resources.asp.

3.6.1 End-of-Year Device Collection: Take-home Model

At the end of the school year, schools implementing the Take-home Model will collect devices and accessories from students. Failure of a student to turn in the device will result in the student being issued a financial obligation for the full replacement cost. To collect the devices at the end of the school year, schools may follow the same distribution models/scenarios used at the beginning of the school year and introduced in Section 2.2 Scenarios for “Checking Out” Devices.

3.6.2 Students Transferring Schools within the District: Take-home Model

Students transferring from one school to another must turn in the device at the school they are leaving. Students will be issued a new device upon enrolling in their new school. Students do not need to pay the technology fee at their new school, if they paid the technology fee at their previous school, for the current school year. Students need to show the receipt for the technology fee at their school and/or would have to wait until the current school confirms that the technology fee was paid at the student’s former school. Students who do not turn in the device before transferring will not be issued a device at the new school and will be issued a financial obligation for the cost of the device they have not returned.
3.6.3 Students Withdrawing from M-DCPS: Take-home Model

Students withdrawing from Miami-Dade County Public Schools or transferring to a Charter school, who have a district-issued mobile device checked out, must turn in their student mobile devices before their last day of attendance. Failure to do so will result in the student being charged the full replacement cost. M-DCPS may also file a report of stolen property with the local law enforcement agency, if the mobile device is not returned.

3.6.4 End-of-Year Device Collection: In-school Model

At the end of the school year, schools implementing the In-school Model will collect devices from classrooms and store them in a secure location in preparation for the summer refresh and upgrade process. Specific information and instructions regarding the end-of-year collection and refresh procedures can be found on the Digital Convergence website at http://digital.dadeschools.net/school_resources.asp.

4. STUDENT/PARENT/GUARDIAN RESPONSIBILITIES

Every effort is being made to equip families with the information they need to ensure the safe use of mobile devices in the home. Schools should consider conducting orientation meetings for families to discuss the deployment of mobile devices and the use/care of mobile devices at home. These meetings can be conducted in conjunction with the distribution of devices or they can be conducted at a separate time. Topics should include, but are not limited to:

- Student and Parent/Guardian Responsibilities
- Care of the Mobile Device
- Acceptable Use Policy
- BYOD District Policies
- Internet Safety/Digital Citizenship

The best way to keep students safe and on-task is to have parents/guardians present and involved. Once devices go home with students, parents/guardians are responsible for monitoring student use at home and away from school. Below are suggestions for students and parents for the use of devices use at home and at school.

4.1 Parent/Guardian Responsibilities for Monitoring Device Use at Home

- Develop a set of rules/expectations for the mobile device use at home
- Allow mobile device use only in common rooms of the home, such as living room or kitchen
- Demonstrate interest in what your child is doing on the mobile device
- Remind your child to treat the equipment properly and with respect
- Review the District’s Acceptable Use Policy with your child
Additional information regarding the use and care of the mobile devices at home can be found in Section 6: Student Use of Mobile Devices and Section 7: Care of Mobile Devices.

4.2 Student Responsibilities for Using Devices at Home or School

- Charge and maintain the battery daily, ensuring it is ready for school the next day
- Do not loan your device or accessories to other students, friends, or family members
- Follow the Acceptable Use Policy when using the device
- Follow copyright laws and guidelines when completing assignments
- Use and maintain the device in the manner prescribed by the District, your school, and your teacher
- Additional information regarding the use and care of the mobile devices at home is found in Section 6: Student Use of Mobile Devices and Section 7: Care of Mobile Devices. Teachers should review the Student Pledge for Mobile Device Use & Code of Netiquette (Appendix B) with students to discuss the proper use and maintenance of mobile devices.

4.3 Netiquette

Students should follow netiquette rules when communicating on the Internet. These rules can be found in the Student Pledge for Mobile Device Use & Code of Netiquette (Appendix B). Additional rules of Network Netiquette can be found in the District’s Acceptable Use Policy (AUP), located at http://www.neola.com/miamidade-fl/search/policies/po7540.03.htm. The District’s AUP may also be found in Appendix C.

4.4 Parent/Student Responsibilities Regarding Broken, Lost, or Stolen Devices

Students and parents are obligated to report immediately to the DSP at the school any incidence of a broken, lost, or stolen device issued by the District. A Student Financial Obligation will be issued to the student, either in the amount of the cost to repair the District-issued device, or in the amount of the cost to replace the District-issued device, if it is lost or stolen.

4.4.1 Parent/Student Responsibilities Regarding Stolen Devices

If the District-issued device has been stolen, the student and parents must report the suspected theft to either the school police or the municipal police department, depending on whether the device was stolen on school grounds or off campus. If the device was stolen off campus, then a copy of the police report, including case number, must be turned in to the school administration. Failure to provide a police report from the appropriate police department will result in the student being issued a textbook in place of the missing district-issued device. However, if a police report is provided by the student or parents to the school, and the student does not have an outstanding financial
obligation for a previous device, then the school will provide the student with a replacement district-issued device. The student is still responsible for the cost of the stolen device, and the school will issue a Student Financial Obligation to the student for the full replacement cost of the device.

4.4.2 Parent/Student Responsibilities Regarding Lost Devices

If the District-issued device has been lost, the student and parents must report the loss to the school. The school will update the student record in the District’s Asset Tracking Management System (ATMS) to indicate the device was lost. The school will issue a Student Financial Obligation to the student for the full replacement cost of the device.

4.4.3 Parent/Student Responsibilities Regarding Broken Devices

Students are expected to report any damage to their district-issued mobile device as soon as possible. If a District-issued device is broken, the school will re-issue another device to the student provided that the student has no outstanding student obligations for a previous device. If the student has an outstanding financial obligation for another device, the student will be issued a textbook. If the School Technician is able to repair the student’s broken device by doing a “restore” of the device software or if the repair is covered under the manufacturer’s warranty, then the student will not be issued a financial obligation. If the damage is not covered under the manufacturer’s warranty (i.e., cracked screen) the student will be issued a financial obligation in the amount of the cost to repair the device, or the cost to replace the device if it was a total loss.

5. APPS & SOFTWARE

- Student mobile devices will come pre-loaded with pre-selected educational apps. These apps must remain on the mobile device and should not be deleted by the student.
- Updates to District apps and mobile device software may be done by the District periodically throughout the year.
- Additional educational software/apps may be installed by the District throughout the school year.
- Students are not allowed to download content or install new apps/software on devices or attempt to update currently installed software.

6. STUDENT USE OF MOBILE DEVICES

6.1 Using Mobile Devices in School

Mobile devices are intended to be used at school each day. Students who have devices checked out to them are responsible for bringing their devices fully-charged to classes on a daily basis, unless specifically instructed not to do so by their teacher. If a student does not bring a mobile device to school, it is up to the discretion of the teacher if the student will be given a loaner device for the duration of the class period, or provided with
an alternate assignment. If a student is provided with a device to use during class time, the student must turn in the device at the end of class or when directed by the teacher. The student is not to be given a second device to take home. Students who have multiple occurrences of forgetting their mobile devices or not bringing their mobile devices fully charged may face disciplinary action.

6.2 Using the Mobile Device Outside of School
Students have been provided with mobile devices with the intent that they take them home and use them outside of school. Wi-Fi is required for student mobile devices to access the Internet and certain applications. When connecting to the Internet outside of school, students should understand they are still using school equipment and District rules and policies still apply. Students are expected to follow all M-DCPS policies wherever they use their district-issued mobile devices. For more information, refer to the mobile device agreement and the District Acceptable Use Policy (Appendix C). Additionally, students are responsible for taking care of the devices they are issued. Information regarding caring for the devices can be found in Section 7: Care of Mobile Devices.

6.3 Charging Mobile Devices to Use in School
Students are expected to charge their mobile devices each night to ensure that they are fully charged for use at school, and students should be instructed to keep the chargers that came with the device at home to avoid losing them. Classrooms may have a limited number of charging stations or outlets available to students on a first come, first served basis; therefore, students should not expect to be able to charge their devices in school.

6.4 Logging into Student Mobile Devices
Students will log into their student mobile devices with their district-issued passwords, and they should never share their passwords with others.

6.5 Managing Student Work on Devices
Students should save all their work in the district-provided cloud application OneDrive, or in other cloud applications depending on teacher instructions. It is the students’ responsibility to save and manage their files. As mentioned in Section 3.5 Restoring the Devices, if a device has to be restored due to a malfunction or repair, data or files stored on the device may be lost. Additionally, it is the student’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Computer malfunctions or software upgrades/enhancements are not an acceptable excuse for not submitting work. For instructions on using the OneDrive or OneNote applications, see the Mobile Device Reference Guide located at http://digital.dadeschools.net/school_resources.asp.
6.6 Sound

Students may use their own headphones, when permitted by the teacher. In-class use of headphones or sound is at the discretion of the teacher. Sound must not interfere with instructional activities; therefore, sound must be muted at all times during class unless otherwise directed by the teacher.

6.7 Black Screen and Logout Periods

In an attempt to preserve battery life and ensure student privacy, all devices have been configured to go to black screen and to log off user automatically after a period of inactivity. Both the teacher and student devices have been configured to perform these tasks, but with different time triggers. Below are the time frames, for both teacher and student devices, for the device going to black screen or logging off user:

**Student Device**
- Black Screen – after 4 minutes of inactivity
- Logs Out User – after 5 minutes of inactivity

**Teacher Device**
- Black Screen – after 14 minutes of inactivity
- Logs Out User – after 15 minutes of inactivity

6.8 Camera

Each mobile device is equipped with a camera and videorecording/audio recording capabilities. Cameras should be used for educational purposes only, such as recording videos, taking pictures to include in a school project, or recording a student performance and playing it back for rehearsal and improvement. Students must obtain permission to publish or post a photograph or video/audio recording of any school related activity. For additional information please refer to the mobile device agreement and the District Acceptable Use Policy (Appendix C).

6.9 BYOD

Bring Your Own Device (BYOD) allows students, parents, staff and guests to use their own technology during the day to enhance the learning experience. Examples of the types of technology that can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads. In order for students to participate in the BYOD program, students and their parents must complete and sign the District’s BYOD agreement, FM-7523, Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form, found at [http://digital.dadeschools.net/contracts.asp](http://digital.dadeschools.net/contracts.asp).
6.10 BYOD Wi-Fi Access

Students who chose to participate in the BYOD program will be allowed to access the district’s network and Internet connection through free Wi-Fi access. This Wi-Fi access is intended only for registered students to access classroom materials specified by each teacher including Teachers’ classroom pages, web links and homework and project research. It is not intended for online gaming, Netflix, or any other non-educational website. High Bandwidth Video streaming and big downloads will be monitored and subject to regulation. For additional information on the Bring Your Own Device Program visit the District’s BYOD website at http://wifi.dadeschools.net.

7. CARE OF MOBILE DEVICE

Students are responsible for the general care of the mobile devices (laptops and tablets) and the accessories they have been issued by the District. Below are some guidelines for caring for the mobile devices:

7.1 General Care

- No food or drink is allowed near the device. Spills incur costly repairs.
- Accessories that insert into the device such as charger cords, keyboards, etc. must be inserted and removed carefully to prevent damage.
- Never lift devices (laptops) by the screen or carry the device with the screen open.
- Devices must remain free of any writing, drawing, etching, stickers, or labels that are not placed on the device by Miami-Dade County Public Schools staff.
- Mobile device repair/replacement will be done by the school technician or UDT staff. Students are not to attempt to repair devices or have the device repaired by a third party.
- Each mobile device has a unique identification serial number. All devices have been configured to display the serial number on the startup screen, and that number is contained in the unique QR code for the device. At no time are students to change the device number or tamper with the QR code.
- Mobile devices should never be placed in extreme conditions (e.g. extreme hot or cold, rain, damp locations, etc.)

7.2 At School

- Do not leave the device unattended.
- Do not pile heavy objects on top of the device.
- In a locker or backpack, the device should be placed in a vertical position.
- Do not loan your device to another student.
7.3 At Home

- Keep the device and the accessories (charging unit, keyboard, etc.) together.
- Do not leave the device in unsafe or unstable locations: stool, chair, floor, etc.
- Keep the device away from pets.
- Do not loan your device to relatives or friends.

7.4 Traveling to and from School

- Place device in book bag/backpack and keep out of view.
- Transport mobile devices in the protective cases issued with the device.
- To conserve battery life, shut down device while transporting it between school and home.
- Check surroundings when exiting a vehicle (car, school bus, etc.) to ensure the device has not been left behind.

7.5 Battery and Charging

- Mobile devices come with ports for charging and for accessories. Care must be exercised when plugging and unplugging accessories.
- The mobile device is designed for daily use. Each user should monitor the battery status of the issued mobile device to ensure it is charged for classroom use. Fully charged mobile device batteries will typically last 8-10 hours of use.
- Batteries should be charged every night. There is no need to wait until the charge is low to charge the battery.
- In order to preserve battery life, it is recommended that the screen brightness be kept at medium level. For instructions on how to adjust the screen brightness please see the Mobile Device Quick Reference Guide.

7.6 Case

- Each mobile device comes with a protective case providing sufficient protection for the device under normal treatment. The ruggedized case provides sufficient padding to protect the device from damage if it is dropped.
- Device should be kept in its protective case, at all times, when in use or when transporting and even when inside a book bag, backpack, or briefcase.
- Mobile device cases furnished by the school must be returned with only normal wear. Students should not mark or alter the case with skins, decals, stickers, writing, etc.
7.7 Screen

- The mobile device screen can be damaged if subjected to rough treatment. The mobile device should only be cleaned with a soft, lint-free, dry cloth. Do not use liquids or cleansers to clean the screen.
- Avoid using any sharp objects on or near the mobile device, or placing heavy objects on top of the screen as they can scratch or damage the screen or the case.
- Hold the mobile device with care, and avoid dropping it or bumping into desk or table corners.
- Do not lean on top of the device.
- When closing a laptop or other mobile device, remove any objects that are resting on the keyboard and may get trapped between the screen and keyboard (e.g., pencil, pen, etc.). This could crack the screen and damage the keyboard.

7.8 Inspection

Students may be selected at random to surrender their device to inspect for unauthorized images and settings and physical condition of the device or any accessories. Students have no rights to privacy on a district-issued device, and must surrender it upon request. The mobile device can be inspected by the classroom teacher, the school Designated Site Person (DSP), school administration, or District staff.

7.9 Theft Protection

All devices are etched to identify them as property of Miami-Dade County Public Schools. On all tablets, the desktop wallpaper contains the M-DCPS logo and the QR code containing the device serial number. Students are not to remove or alter any marks or images identifying the device as M-DCPS property.
8. DAILY ROUTINES WHEN USING DEVICES: IN-SCHOOL MODEL

The Daily Routines outlined below are provided as a guide to help teachers manage the devices in class. Teachers may modify the steps outlined below to meet their specific needs.

8.1 Preparing Devices to Be Issued

- The DSP, department chair, or teacher should ensure each device has an identifying label (other than the serial number).
- The teacher assigned to each device, department chair, or the DSP can perform the labeling of each device.
- Each device should be numbered in accordance to its slot number in the device cart. It is recommended that a silver or white colored sharpie be used to label each tablet. The device may be labeled on the back in the upper left hand corner.
- If the device carts do not arrive pre-numbered, the device cart slots may need to be labeled (1-32) using the same sharpie that is used to label each tablet device.

Mobile device shown is the EP 900.

Actual cart provided to your school may look different.
Teachers can record the serial number of each device using a simple log. See Appendix D, Mobile Device Serial Number Log.

<table>
<thead>
<tr>
<th>Mobile Device</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CND423DNHZ</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

The identifying label (1-32) will correspond to that device’s serial number. Teachers should retain a copy of this list and forward a copy to the DSP.

In this example, mobile device #1 corresponds to serial number CND423DNHZ
If the mobile device has accessories such as a keyboard, USB dongle, kickstand, etc., label each item with the same number as its corresponding device. It is recommended that the corresponding accessories be stored together as a bundle to simplify distribution to students. It is also recommended that a silver or white colored sharpie be used to label these pieces so the number stands out against the dark background.

The cart should be placed in an area of the classroom that students do not have easy access to, preferably near the teacher, perhaps adjacent or behind the teacher’s desk. It is recommended that the cart be locked using a pad lock. The combination to the device cart should not be made available to students or written down where students can see it. After locking the device cart, turn the cart around to face away from students. The device cart should be locked at all times when not in use.
8.2 Daily Routines

- Upon walking into class, students should immediately sit at their seats and wait for their teacher to announce the day’s activities.
- When teachers are ready to start passing out devices, only 5 students should approach the device cart at a time.
- Place a pre-printed log sheet with each student’s name and assigned tablet number on top of or near the device cart. See the HP ElitePad Daily Sign Out Sheet in this document.
- Students should find their name, take their assigned device, and sign off on the log sheet. At this point, if students elect to use the keyboard, kick stand, and USB dongle, they may collect the corresponding bundled accessories at that time.
- While devices are being distributed, teachers should have the other students working on a bell-ringer assignment, checking homework, etc. Students who are not retrieving devices should remain in their seat and wait their turn. Teachers should also use this time to take attendance.
- Once all students have received their device, students should check for any damage from the previous user and report to the teacher immediately. Teachers should remind students of the Student Pledge for Mobile Device Use. At this point, the device cart doors should be closed and locked if there are remaining devices in the cart.
- If a device is reported as damaged/defaced, teachers should take note and notify the DSP. Additionally, teachers should issue the student another working device.
- Prior to the end of class, students should make sure all their work is saved in district-provided cloud storage applications (i.e. OneDrive). Students should also make a habit of saving their work regularly to avoid losing data in case of malfunction or software updates.
- Students should begin to return devices at least 15 minutes prior to the end of class.
- Before returning devices, students must close all applications and log off completely. Do not have the students shut down the device, unless it is the last period of the day.
- Only 5 students at a time should approach the device cart.
- Once students have placed the device in the corresponding, numbered slot, they should initial that they have returned the device. All other students must be seated while devices are being returned.
- While students are returning devices, the teacher should stand by the device cart and perform a quick check to ensure that the devices are not damaged/defaced as each device is deposited into the device cart.
- At the end of the class period before lunch or before a planning period, ask students to plug in/charge each device as they are returned. Ensure that the devices are plugged in correctly, as forcing the adapter into the
- Students should not be dismissed until all devices are accounted for. The device cart should be locked and secured once all devices are stored. The device cart plug should also be plugged into the wall outlet.
8.3 End-of-Day

- At the last period of each day, students should completely shut down devices.
- As students return their devices to the device cart, they should also plug in the devices so they are charged for the following school day.
- The device cart plug should also be plugged into the wall outlet.
- Teachers should ensure that the device cart is locked and secured in the proper location.
9. DAILY ROUTINES WHEN USING DEVICES: TAKE-HOME MODEL

The Daily Routines outlined below are provided as a guide to help teachers manage the devices in class. Teachers may modify the steps outlined below to meet their specific needs. Schools implementing the Take-Home Model may use an In-Class Model during the first three weeks of school, prior to devices being distributed to students.

9.1 Preparing Devices to Be Used in Class

- The DSP, department chair, or teacher should ensure each device has an identifying label (other than the serial number).
- The teacher assigned to each device, department chair, or the DSP can perform the labeling of each device.
- Each device should be numbered in accordance to its slot number in the device cart.
- It is recommended that a label maker, sticker, or a piece of masking tape and a marker be used to label each tablet. The device should be labeled on the back in the upper left hand corner. **Do not write directly on the device as these devices will be checked out to students by the third week of school.**

![Mobile device shown is the EP 900.](image)

*Mobile device shown is the EP 900.*

![Actual cart provided to your school may look different.](image)

*Actual cart provided to your school may look different.*
• If the slots in the device carts do not arrive pre-numbered, the slots will need to be labeled (1-32) using a silver or white colored sharpie, a label maker, a sticker, or a piece of masking tape and a marker. See picture below.

• Label each Keyboard, USB Dongle, and Kick Stand with the same number as it’s corresponding device. It is recommended that corresponding USB Dongles, Kick Stands, and Keyboards be stored together as a bundle to simplify distribution to students. It is also recommended that a label maker, a sticker, or a piece of masking tape and a marker be used to label each part. Do not write directly on the accessories, as students will be taking them home with the devices.
The cart should be placed in an area of the classroom that students do not have easy access to, preferably near the teacher, perhaps adjacent or behind the teacher’s desk. It is recommended that the cart be locked using a pad lock. The combination to the device cart should not be made available to students or written down where students can see it. After locking the device cart, turn the cart around to face away from students. The device cart should be locked at all times when not in use.

9.2 Daily Routines (Before Devices Are Issued to Take Home)

Schools implementing the Take-Home Model will use an In-Class Model during the first three weeks of school, prior to devices being distributed to students. Steps below are the same as the In-School Model Daily Routines.

- Upon walking into class, students should immediately sit at their seats and wait for their teacher to announce the day’s activities.
- When teachers are ready to start passing out devices, only 5 students should approach the device cart at a time.
- Place a pre-printed log sheet with each student’s name and assigned tablet number on top of or near the device cart. See the HP ElitePad Daily Sign Out Sheet in this document.
- Students should find their name, take their assigned device, and sign off on the log sheet. At this point, if students elect to use the keyboard, kick stand, and USB dongle, they may collect the corresponding bundled accessories at that time.
- While devices are being distributed, teachers should have the other students working on a bell-ringer assignment, checking homework, etc. Students who are not retrieving devices should remain in their seat and wait their turn. Teachers should also use this time to take attendance.
- Once all students have received their device, students should check for any damage from the previous user and report to the teacher immediately. Teachers should remind students of the Student Pledge for Mobile Device Use. At this point, the device cart doors should be closed and locked if there are remaining devices in the cart.
- If a device is reported as damaged/defaced, teachers should take note and notify the DSP. Additionally, teachers should issue the student another working device.
- Prior to the end of class, students should make sure all their work is saved in district-provided cloud storage applications (i.e. OneDrive). Students should also make a habit to save their information regularly to avoid losing data in case of malfunction or software updates.
- Students must begin to return devices at least 15 minutes prior to the end of class.
- Before returning devices, students must close all applications and log off completely. Do not have the students shut down the device, unless it is the last period of the day.
- Only 5 students at a time should approach the device cart.
• Once students have placed the device in the corresponding, numbered slot, they should initial that they have returned the device. All other students must be seated while devices are being returned.
• While students are returning devices, the teacher should stand by the device cart and perform a quick check to ensure that the devices are not damaged/defaced as each device is deposited into the device cart.
• At the end of the class period before lunch or before a planning period, ask students to plug in/charge each device as they are returned.
• Students should not be dismissed until all devices are accounted for. The device cart should be locked and secured once all devices are stored. The device cart plug should also be plugged into the wall outlet.

9.3 End-of-Day
• At the last period of each day, students should completely shut down devices.
• As students return their devices to the device cart, they should also plug in the devices so they are charged for the following school day.
• The device cart plug should also be plugged into the wall outlet.
• Teachers should ensure that the device cart is locked and secured in the proper location.

9.4 Daily Routines (After Devices Have Been Issued)
• Students should bring their charged tablet device to school each day.
• Remind students of the following, as they use their devices in class:
  o Do not keep the device on the floor or unattended in book bags
  o Do not eat or drink around the devices, especially during the lunch period
  o Do not loan device or any accessory to other students or friends
  o Follow the Acceptable Use Policy when using the device
  o Follow copyright laws and guidelines when completing assignments’
  o Use and maintain the device in the manner prescribed by the District, the school, and the teacher
• At the end of class, make sure that no devices have been left behind by students.
• At the end of class, inform students if, for some reason, they don’t need to bring their devices the following day (i.e., field trip, special event, etc.)
10. APPENDICES

Appendix A: Mobile Device Project Planning Checklist

Appendix B: Student Pledge for Mobile Device Use & Code of Netiquette

Appendix C: Acceptable Use Policy (AUP)

Appendix D: Mobile Device Serial Number Log
## Appendix A: Mobile Device Project Planning Checklist [Take-Home Model]

**Directions:** Use the checklist below as a guide to assist you in implementing the student mobile device project.

<table>
<thead>
<tr>
<th>Activities/Tasks</th>
<th>Date Planned</th>
<th>Done</th>
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<tbody>
<tr>
<td><strong>I. Preparation and Planning (Before Distribution of Devices)</strong></td>
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<tr>
<td>Review the Mobile Device Distribution and Collection Timetable</td>
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<tr>
<td>Identify staff member as the Designated Site Person (DSP)</td>
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<td>Identify authorized users of the Asset Tracking Management System (ATMS)</td>
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<td>Have appropriate staff participate in the Mobile Device Opening of School webinar</td>
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<tr>
<td>Place carts with mobile devices in classrooms for first day of school</td>
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<tr>
<td>Charge all devices fully so they are ready for first day of school</td>
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<tr>
<td>Check out teacher devices to teacher loaner groups using the ATMS</td>
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<tr>
<td>Inform teachers that they should be using devices with students on first day of school</td>
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<tr>
<td>Review Section 3: Procedures for Managing/Handling Devices with appropriate staff (DSP, School Technician, Treasurer)</td>
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<td><strong>II. Distributing the Devices to Students</strong></td>
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<tr>
<td>Select a distribution model</td>
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<tr>
<td>Provide parents with the Agreement for Student Use of Mobile Device Computer for signature</td>
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<tr>
<td>Collect signed the signed Agreement for Student Use of Mobile Device Computer</td>
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<td>Collect Student Technology Fee</td>
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<tr>
<td>Assign devices to students by 3rd week of school using the ATMS</td>
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<tr>
<td>Provide students with information regarding optional insurance</td>
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<tr>
<td><strong>III. Managing the Devices During the School Year</strong></td>
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<tr>
<td>Conduct mobile device inventory checks and update ATMS as necessary:</td>
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<tr>
<td>• Quarterly checks (Take-home Model)</td>
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<tr>
<td>• Mid-year checks (In-school Model)</td>
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<tr>
<td>Send devices for repair on a timely basis (Do not stockpile broken devices)</td>
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<tr>
<td>Participate in the Mobile Device Collection &amp; Refresh Procedures webinar</td>
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<tr>
<td>Collect mobile devices in preparation for summer refresh process</td>
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</tr>
</tbody>
</table>
Appendix B: Student Pledge for Mobile Device Use & Code of Netiquette

**Student Pledge for Mobile Device Use**

1. I will take good care of my mobile device.
2. I will never leave the mobile device unattended.
3. I will never loan out my mobile device to other individuals.
4. I will know where my mobile device is at all times.
5. I will charge my mobile device’s battery daily.
6. I will keep food and beverages away from my mobile device since they may cause damage.
7. I will not disassemble any part of my mobile device or attempt any repairs.
8. I will not install programs or applications.
9. I will save work to OneDrive as directed by my teacher.
10. I will protect my mobile device by carrying it in the case provided.
11. I will use my mobile device in ways that are appropriate and educational.
12. I will not write, carve or put stickers on my mobile device.
13. I understand that my mobile device is the property of the Miami-Dade County Public School District.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, mobile device case, or any other District provided accessory in the event any of these items are lost or stolen.
16. I agree to return the mobile device, power cords, case, and any other District provided accessory in good working condition.

**Code of Netiquette**

1. I will respect my classmates when using the Internet; I will be polite and use good manners.
2. I will use school appropriate behavior on all applications and web sites.
3. I will work and collaborate productively with my peers.
4. I will not partake in “flame wars” and intentionally attack or disrespect someone online.
5. I will respect my classmates’ privacy, and will not share or post information of others’ without proper permission (i.e., pictures).
6. I will mind my online language. I will not YELL, by using all caps when I type.
7. I will follow the policies outlined in the mobile device agreement, the Acceptable Use Policy, and copyright rules while at school, as well as off campus.

Student Name: _________________________ Date __________________

Student Signature: _________________________

Parent/Guardian Name: _________________________ Date __________________

Parent/Guardian Signature: _________________________

Parent’s E-Mail Address: _________________________
Appendix C: Acceptable Use Policy (AUP)

7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS

The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

The District network is defined as all computer resources, including software, hardware, lines and services that allow connection of district computers to other computers, whether they are within the district or external to the District, including connection to the Internet with any device while on school property. The Board shall maintain a system of internet content filtering devices and software controls that meet the Federal standards established in the Children's Internet Protection Act. (CIPA).

Digital Citizen
The Board uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

A. respects one's self;
   Users will select online names that are appropriate and will consider the information and images that are posted online.

B. respects others;
   Users will refrain from using District network systems and social media to bully, tease, or harass other people.

C. protects one's self and others;
   Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.

D. respects authorship;
   Users will properly reference or cite to work, websites, books, media, etc., used in any student work.

E. protects intellectual property.
   Users will not use software and media produced by others without prior authorization from the owner. Users will also not upload, download, or transfer any intellectual property belonging to a third party without specific permission including images, texts, video files, and digital music files.
Responsible Use

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school’s mission. Each user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with District policy and administrative procedures and guidelines. Users do not have any expectation of privacy in files stored electronically which may be subject to disclosure pursuant to Florida’s Public Records Act.

Users are expected to comply with the following rules of network etiquette, including but not limited to:

A. Use of the District’s network, electronic devices, and social media must be consistent with the District’s educational objectives, mission, and curriculum.

B. Transmission of any material in violation of any local, Federal, and State laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and defamatory, threatening, offensive, or obscene material.

C. Intentional or unintentional use of District resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.

D. The network may not be used to send or receive messages that discriminate on any protected basis as delineated in the Board’s Anti-Discrimination Policy 5517.

E. Cyberbullying is prohibited at all times, on school grounds or off, whether using District-owned equipment and networks, social media or personally owned equipment and broadband connections of any kind. See Policy 5517.01, Bullying and Harassment.

F. Software, services, games, applications, video or audio files, or streaming media without educational value may not be installed, uploaded, or downloaded on school devices without prior authorization by a teacher of administrator.

G. Use of District or network resources for commercial activities, product advertisement, religious or political campaigning, lobbying, or solicitation is prohibited.

H. Accessing chat rooms or instant messaging using the District’s network is prohibited.

I. Bypassing the District’s content filter without authorization is strictly prohibited.

J. Users may not share their passwords and are expected to act with due care in maintaining their passwords private and secure.

K. Users may be held personally and financially responsible for malicious or intentional damage or interruptions to network service, software, data, user accounts, hardware, and/or any other unauthorized use.

L. Files stored on District-managed networks and hardware are the property of the District and may be inspected at any time.

M. Materials published electronically must be for educational purposes. Administrators may monitor these materials to ensure compliance with content standards.
Procedures for Use

A. Student users must always get permission from teachers or facilitators before using the network or accessing any specific file or application.

B. Students shall receive education about the following:
   1. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
   2. the dangers inherent in online disclosure of personally identifiable information; and
   3. the consequences of unauthorized access (e.g., hacking, cyber-bullying, and other unlawful or inappropriate activities online).

C. All student users (and their parents if they are minors) are required to sign a written agreement annually, or at the time of enrollment, to abide by the terms and conditions of this policy and its administrative procedures and guidelines.

D. If authorization has been specifically given by the school for use within the District’s educational mission, students may bring their own device such as a laptop computer, a smartphone or cellular phone, or any other device that may access the school or District network. Students and parents must submit a contract for use of the device before being allowed to use it. Students will be notified of any additional responsibilities for use of these devices. The contract must be maintained in the student’s cumulative file.

E. Students shall not (1) access or use another person’s account without written permission; (2) share their password with anyone else or engage in activities that would reveal anyone’s password; (3) allow others to access a computer that the user is logged on to; or (4) ever sign in, or attempt to sign in, as another person.

Social Media

Social media is defined as internet-based applications (such as Facebook, Twitter, etc.) that facilitate interactive dialogue between users. The Board encourages the use of social media technologies and platforms to promote District schools and programs and to transmit information relevant to the District and/or schools.

Board members, District offices, and schools are permitted to create social media accounts that follow District guidelines, to share the school's accomplishments with students, parents, businesses and the community. Students and parents shall be provided the opportunity to opt-out of having their child’s identification or photographic image posted to these sites. The opt-out form must be maintained in the student's cumulative file.

When using social media, students shall comply with the same responsible use rules outlined above for Internet and District network use. In addition, students will not represent or create the inference on any social media posting that they speak on behalf of the school, the District or the Board, or its members. Use of the District’s network or and equipment for personal social media activities is prohibited. Students may be disciplined by the District for inappropriate social media behavior even if it occurs off school grounds.
Violations and Sanctions
Accessing the Internet or District network is a privilege, not a right. Inappropriate use and violation of this or any other Board policy may result in cancellation of the privilege. Inappropriate material and use is defined as any material or use that is inconsistent with the goals, objectives, and policies of the educational mission of the District. Any user can be denied access temporarily or permanently if the school, Regional Center, or District administrator determines that a user has used the Internet or District network in an inappropriate or unacceptable manner. Students may also be disciplined pursuant to the applicable Code of Student Conduct, Policy 5510. Students may also be subject to other legal action.

Board Liability
The Board is not responsible, and shall not be liable, for:

A. damage resulting from unauthorized or inappropriate District network or social media activity;
B. use of information obtained via the Internet, including any damages a user may incur including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors;
C. the accuracy or quality of information obtained through the Internet;
D. unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property;
E. issues or damage caused by the connection of personal devices to the District’s network or improper use of the District's network or equipment; or
F. personally owned devices that are damaged, lost, or stolen.

Administrative Procedures and Guidelines

The Superintendent, or designee, is authorized to develop, implement, and disseminate administrative procedures and user guidelines necessary to effectuate this policy.

F.S. 1001.43, 1001.51
H.R. 4577, P.L. 106-554, Children’s Internet Protection Act of 2000
47 U.S.C. 254(h),(1), Communications Act of 1934, as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
46 C.F.R. 54.500-54.523

Revised 7/18/12
Revised 6/17/15

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## Appendix D: Mobile Device Serial Number Log

<table>
<thead>
<tr>
<th>Device</th>
<th>Serial Number</th>
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