MOBILE DEVICE PROJECT
IMPLEMENTATION GUIDE
2014 - 2015
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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 (MDCPS) wants to provide students with the experience of using various mobile devices. The use of 1:1 devices will aid in developing independent, self-initiated 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 personal devices (BYOD). 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 Device Rollout

Schools at all levels will receive mobile devices to increase student access to computing technology. Elementary schools will receive laptops to aid with the goal of reaching a student to computer ratio of 3:1. Middle schools will receive carts of the HP Elitepad 900 tablets to implement an in-school model in 7th grade Civics classes. High
schools will receive HP Elitepad 900 tablets for students enrolled in World History as a take-home model. Each high school will receive devices for at least 75% of the 9th grade student population. This percentage is the minimum number of devices needed, according to the student survey data. Each tablet that will be provided to students comes with a **ruggedized case, USB keyboard, USB dongle, kickstand, hand strap, shoulder strap, and AC adapter**. Additionally, tablets will be preloaded with the district adopted social studies textbook and other web tools such as OneNote and OneDrive. 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)

A weekly briefing (WB #16063) was sent out requesting schools to send home a Parent Letter/Survey. Please see Appendix H: Mobile Device/BYOD Survey/Parent Letter. Parents are to indicate their intent regarding their child’s ability to bring a device to school for the 2014-2015 school year. 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, *Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form*. 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). Form 7523 can be accessed 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). Additionally, Form FM-7523 is also included in this document in Appendix G.

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, some schools will be implementing an *in-school model* in which devices will be used only in the classrooms, while other 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 those instructions intended for the deployment model being implemented at the school site.
1.5 Designated Site Person (DSP) Responsibility

The Designated Site Person (DSP) will be primary contact for the mobile device deployment at his/her school. Typical responsibilities of the DSP include the following:

- Coordinating deliveries with service provider
- Communicating with site based technician and/or service provider regarding repair issues via HEAT Self Service
- Distributing devices to teachers
- Allocating appropriate number of classroom sets of devices to teacher (in-school model)
- Assisting teachers with student deployment (take-home model)
- Maintaining documentation of issued devices through the Asset Tracking Management System (ATMS)
- Monitoring device inventory, including pool of spares
- Confirming repair after HEAT ticket is reassigned back to the school from the service provider
- Training school site personnel on use of the ATMS
- Locating secure storage area for devices over summer and other extended school recess periods
- Disseminating district information to teachers

2. ISSUING DISTRICT MOBILE DEVICES

Schools implementing an in-school model (i.e., elementary schools and middle schools) will use devices in school, students are not to take the devices home. Middle schools will deploy the devices to the 7th grade Civics classes. Civics teachers will be assigned a cart with devices for use as part of daily classroom instruction.

Schools implementing a take-home model (high schools) will distribute the devices to students for them to use at home and in school; schools may not opt to keep the devices in school as an in-school model. High schools will implement a modified “in-school” model for the first three 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 week of school.

a. Checking Out District Devices to Students [Take-home Model]

Devices will be distributed to students at each school site following the procedures and timeline detailed in the following pages. In order to receive a mobile device, students and their parents must do the following:

1. Sign the Student Mobile Device Agreement (Required)
2. Pay the Technology Fee for Ninth Grade Students (Required) [See chart below.]
3. Attend a Parent Orientation Meeting (Optional - Based on school distribution model)
This 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. For more information on handling lost, broken, or lost devices see [Section: 3 Procedures for Managing/Handling Devices](#).

### Annual Technology Fee for Ninth Grade Students Only

| Students on Regular Price Lunch | $20.00 |
| Students on Reduced Price Lunch | $10.00 |
| Students on Free Lunch          | $5.00  |

**b. Asset Tracking Management System (ATMS)**

District 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 view the current status of a device (e.g., checked out, in repair, in transit, etc.)

### 2.1 Mobile Device Distribution and Collection Timetable

The timetable below has been established to ensure a smooth and organized distribution of mobile devices. The chart below details the tasks associated with the mobile device project and the timeframe within which they are to be completed. Schools may distribute (beginning of the school year) and collect (end of school year) devices at any during the time frames indicated below, as long as the tasks are completed by the end dates specified. 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>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, 2014</td>
<td><strong>In-school and Take-home Models</strong></td>
</tr>
<tr>
<td></td>
<td>• Identify the Designated Site Person (DSP) to be the primary contact for</td>
</tr>
<tr>
<td></td>
<td>the mobile devices deployment at their school. [See Weekly Briefing #15653]</td>
</tr>
<tr>
<td>TBA</td>
<td><strong>In-school and Take-home Models</strong></td>
</tr>
<tr>
<td></td>
<td>• Selected school staff school staff will attend ATMS training</td>
</tr>
<tr>
<td>August 15, 2014</td>
<td><strong>Take-home Model</strong></td>
</tr>
<tr>
<td></td>
<td>• Select a distribution model to distribute the devices to students from</td>
</tr>
<tr>
<td></td>
<td>the three (3) scenarios provided in Section 2.2 below. Administrators may</td>
</tr>
<tr>
<td></td>
<td>modify of the scenarios to suit specific school site need.</td>
</tr>
<tr>
<td></td>
<td>• Return the [Mobile Device Project Distribution Planning Form (Appendix B)]</td>
</tr>
<tr>
<td></td>
<td>to Instructional Technology.</td>
</tr>
<tr>
<td>August 18, 2014</td>
<td><strong>In-school Model</strong></td>
</tr>
<tr>
<td></td>
<td>• Civics teachers should have devices in their classrooms and begin using</td>
</tr>
<tr>
<td></td>
<td>them with students. (Devices will be eventually checked out to teachers using the ATMS.)</td>
</tr>
<tr>
<td></td>
<td><strong>Take-home Model</strong></td>
</tr>
<tr>
<td></td>
<td>• World History teachers should have devices in their classrooms and begin using them with students. (Devices will be checked out, eventually, to students using the ATMS.)</td>
</tr>
<tr>
<td>August 18 –</td>
<td><strong>Take-home Model</strong></td>
</tr>
<tr>
<td>September 5, 2014</td>
<td>• Implement school-selected distribution model.</td>
</tr>
<tr>
<td></td>
<td>• Distribute devices by using the ATMS “check out” devices to students.</td>
</tr>
<tr>
<td></td>
<td>• Submit the [Mobile Device Distribution Confirmation Form (Appendix D)] to Instructional Technology, confirming that the mobile devices have been distributed.</td>
</tr>
<tr>
<td>May 26 – June 3, 2015</td>
<td><strong>In-school Model</strong></td>
</tr>
<tr>
<td></td>
<td>• School Technician should evaluate each device to ensure it is in working order.</td>
</tr>
<tr>
<td></td>
<td><strong>Take-home Model</strong></td>
</tr>
<tr>
<td></td>
<td>• Collect all devices from 9th grade students and use the ATMS to “check in” them in.</td>
</tr>
<tr>
<td></td>
<td>• Ensure all student obligations, incurred as a result of device breakage or loss throughout the year, are satisfied or are recorded in the students’ records.</td>
</tr>
<tr>
<td></td>
<td>• After the devices are collected, the School Technician should evaluate each device to ensure it is in working order.</td>
</tr>
</tbody>
</table>
2.2 Scenarios for “Checking Out” Devices

[Take-home Model]

The three scenarios listed below have been provided as examples for distributing the mobile devices to the 9th grade students who are enrolled in World History. School site administrators may select one of the scenarios below or implement a modified plan that best suits the school’s needs. School administrators are asked to complete the Mobile Device Project Distribution Planning Form (Appendix B) indicating which distribution plan the school will implement. During the distribution process, students and/or parents should be provided with the instructions on taking care of the tablets. For instructions on caring for the mobile devices, see Section 7: Care of Mobile Devices.

<table>
<thead>
<tr>
<th>Scenario I: Parent Meeting</th>
<th>Tasks/Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Organize a parent meeting to distribute the tablets.</td>
<td>1. Conduct assemblies to distribute student mobile devices.</td>
</tr>
<tr>
<td>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.</td>
<td>2. World History classes can be invited to attend assemblies throughout several days.</td>
</tr>
<tr>
<td>3. You may consider staggering parent meetings, throughout a designated week, in order to facilitate the distribution of devices.</td>
<td>3. Students must have the necessary contract, fee, and student ID in order to receive a device.</td>
</tr>
<tr>
<td>4. Meetings can be organized either by student last name or by 9th grade World History teacher.</td>
<td>4. Students must provide the signed mobile device contract and pay the technology fee in order to receive a device.</td>
</tr>
<tr>
<td>5. Parents/students must provide the signed mobile device contract and pay the technology fee in order to receive a device.</td>
<td>5. Devices should be checked out using the Asset Tracking Management System (ATMS).</td>
</tr>
<tr>
<td>6. Devices should be checked out using the Asset Tracking Management System (ATMS).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario II: In-School Assembly</th>
<th>Tasks/Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct assemblies to distribute student mobile devices.</td>
<td>1. Distribute devices in classrooms during World History classes.</td>
</tr>
<tr>
<td>2. World History classes can be invited to attend assemblies throughout several days.</td>
<td>2. Students must provide the signed mobile device contract and pay the technology fee in order to receive a device.</td>
</tr>
<tr>
<td>3. Students must have the necessary contract, fee, and student ID in order to receive a device.</td>
<td>3. Devices should be checked out using the ATMS.</td>
</tr>
<tr>
<td>4. Students must provide the signed mobile device contract and pay the technology fee in order to receive a device.</td>
<td></td>
</tr>
<tr>
<td>5. Devices should be checked out using the Asset Tracking Management System (ATMS).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario III In-class Distribution</th>
<th>Tasks/Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Students must provide the signed mobile device contract and pay the technology fee in order to receive a device.</td>
<td>2. Students must provide the signed mobile device contract and pay the technology fee in order to receive a device.</td>
</tr>
<tr>
<td>3. Devices should be checked out using the ATMS.</td>
<td>3. Devices should be checked out using the ATMS.</td>
</tr>
</tbody>
</table>
2.3 Procedures for “Checking Out” Devices

[Take-home Model]

The following steps are to be included in any of the distribution scenarios the school chooses to implement.
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 model chosen by the school, the DSP or the World History teacher may be responsible for checking out the devices to students.
5. Each student will receive the following: device (in ruggedized case), USB keyboard, USB dongle, kickstand, and charger.

[In-school Model]

1. Use the Asset Tracking Management System (ATMS) to check out devices to teachers.
2. Teachers will keep the device accessories (USB keyboard, USB dongle, kickstand, and charger) in the classroom. Guidelines for storing and managing the accessories are provided in the Mobile Device Project Quick Reference Guide, Section 6: Daily Routines When Using Devices: In-Class Model.

2.4 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. The guide can be found on the http://digital.dadeschools.net/ website in the Resources section.

3. PROCEDURES FOR MANAGING/HANDLING DEVICES

3.1 Storing the Device

Devices in the spare pool or devices that are not currently checked out to students (i.e., during summer break, winter or spring recess) or assigned to specific classrooms for in-school use should be kept in a secure, locked location. Heavy objects should not be placed on top of the mobile devices as this could result in damage. Under no circumstances should teacher or student mobile devices be left in unsupervised areas. Unsupervised areas include the campus and school grounds, cafeteria, hallways, library, gym, computer labs, restrooms, or any unlocked classroom. Any device left unattended is in danger of being stolen. If a mobile device is found in an unsupervised area, it must be taken to the DSP at
the school. Additional information regarding caring for the mobile device is provided in Section 7: Care of Mobile Device. Devices in the spare pool or devices that are not currently checked out to students are not to be used for administrative purposes. See Section 1.2: Mobile Device Rollout.

3.2 Handling Lost/Stolen Devices

[Take-home Model]

The DSP will be responsible for updating the ATMS when a student loses a device, or reports it stolen. The steps below should be followed when handling lost/stolen devices.

When a Student Reports a Device Lost:

1. The DSP should update the student record in the ATMS to indicate that the device was lost and create a student obligation/fine for the device.
2. The DSP should fill out a Student Obligation Form for the full replacement value of the device. The full replacement value can be found in the Mobile Device Agreement (Appendix E).
3. The DSP 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 would be checked out to the student using the ATMS. The student will use the replacement device for the remainder of the school year. (If the student has a prior incident losing or damaging a device, but has paid for it and the financial obligation was cleared, the student may be provided with a replacement device.)
   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. If the student chooses to bring in his/her own device, he/she must sign the BYOD agreement and the student is still responsible for the financial obligation for the lost device(s).

When a Student Reports a Device Stolen:

1. If the device was stolen on school grounds, the school administration must complete a police report with the school police.
2. If the device was stolen off campus, student must present a police report, including case number, to the school administration.
3. The DSP should update the student record in the ATMS to indicate that the device was stolen and create a student obligation/fine for the device.
5. The **DSP** should fill out a Student Obligation Form for the full replacement value of the device. The full replacement value can be found in the Mobile Device Agreement (Appendix E).

6. The **DSP** 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 would be checked out to the student using the ATMS. The student will use the replacement device for the remainder of the school year. *(If the student has a prior incident losing or damaging a device, but has paid for it and the financial obligation was cleared, the student may be provided with a replacement device.)*
   
   b. Request that the **classroom teacher** issue the student a print textbook, **only if the student has an outstanding obligation for a previous device**.

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

**[In-school Model]**

The steps below should be followed when handling lost/stolen devices at schools implementing the In-school Model.

1. The **DSP** should update the ATMS to indicate that the device was stolen from the classroom.
2. The school administrator, principal designee, or DSP must complete a police report with the school police.
3. The DSP should provide the teacher with a replacement device for student use.

**3.3 Handling Broken Devices**

**[Take-home Model]**

A non-refundable technology fee is required each year prior to issuing the device to the student. *(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.

The steps below should be followed when handling broken devices. Some of the steps are to be handled by the DSP and others by the School Technician. Because the
School Technician may not be onsite every day, broken devices should be stored in a secure location while they wait to be reviewed or repaired by the school technician.

**Step 1: Reporting a Broken Device**

1. The DSP will create a Heat Ticket with the device’s serial number, the student ID number, and the description of the problem for the School Technician to review.
2. The DSP will update the student record in the ATMS to indicate that the device is being repaired.
3. The DSP will confirm, using the ATMS, if the student has an outstanding financial obligation on a previous device.
   a. If the student does NOT have an outstanding obligation, the DSP will issue a replacement device to the student from the school’s pool of spares. The DSP will also update the status of the **new** device as “Checked Out” to the student.
   b. If the student does have an outstanding obligation, the DSP will NOT issue another device to the student, and the student should be issued a print textbook by the classroom teacher.
   c. If the student chooses to bring in his/her own device, he/she must sign the BYOD agreement and the student is still responsible for the financial obligation for the lost device.

**Step 2: Troubleshooting and Repairing the Device**

1. The School Technician will receive the Heat Ticket for the broken device.
2. The School Technician will examine the device to determine issue and repair, if possible:
   a. If the device **can be repaired** by doing a restore, the School Technician should restore to the default District image.
      i. If the restore is successful, the School Technician should notify the DSP to update the student record in the ATMS to indicate that it was repaired.
      ii. The School Technician will return the device to the school’s pool of spares.
   b. If the device **cannot be repaired** by the School Technician, he/she will do the following:
      i. Ship the device to UDT using the provided, prepaid box and enclose a copy of the HEAT ticket.
      ii. Notify the DSP to update the student record in the ATMS to indicate the device was sent for repairs.
Step 3: After Device is Serviced by UDT

Once the repaired device is returned to the school, the following steps should be taken:

a. The School Technician will check the device to verify that it was repaired properly and if so, return the device to the school’s pool of spares.
b. The School Technician will update the Heat Ticket to indicate the device has been repaired by UDT and in working order.
c. The DSP will update the ATMS to indicate the device has been returned and is available for checkout.
d. If the repair was under the manufacturer’s warranty, the DSP will indicate in the ATMS that the repair was under warranty. The student would not be charged for any repairs.
e. If the repair was not under warranty, the student is responsible for the cost of the repairs. The DSP will update the student records in the ATMS to indicate the device was not under warranty and include the cost of repair. The DSP will fill out a Student Obligation Form for the amount of the cost of the repair.

[In-school Model]

Broken or damaged devices will be reviewed on a case-by-case basis. If a device needs repair as a result of actions by a student, such as abuse or damage to the device or of the accessories (i.e., charger, keyboard, etc.), then the student is responsible for the cost of repairing the mobile devices.

The steps below should be followed when handling broken devices. Some of the steps are to be handled by the DSP and others by the School Technician. Because the School Technician may not be onsite every day, broken devices should be stored in a secure location while they wait to be reviewed or repaired by the school technician.

Step 1: Reporting a Broken Device

1. Teacher should report the issue to the DSP.
2. The DSP will create a Heat Ticket with the device’s serial number and the description of the problem for the School Technician to review.
3. The DSP will update the ATMS to indicate that the device is being repaired.
4. The DSP should issue the classroom teacher a replacement device to keep in the classroom cart.
Step 2: **Troubleshooting and Repairing the Device**

1. The School Technician will receive the Heat Ticket for the broken device.
2. The School Technician will examine the device to determine issue and repair, if possible:
   c. If the device can be repaired by doing a restore, the School Technician should restore to the default District image.
      i. If the restore is successful, the School Technician should notify the DSP to update the ATMS to indicate that it was repaired.
      ii. The School Technician will return the device to the school’s pool of spares.
   d. If the device cannot be repaired by the School Technician, he/she will do the following:
      i. Ship the device to UDT using the provided, prepaid box and enclose a copy of the HEAT ticket.
      ii. Notify the DSP to update the ATMS to indicate the device was sent for repairs.

Step 3: **After Device is Serviced by UDT**

Once the repaired device is returned to the school, the following steps should be taken:

a. The **School Technician** will check the device to verify that it was repaired properly and if so, return the device to the school’s pool of spares.

b. The **School Technician** will update the Heat Ticket to indicate the device has been repaired by UDT and in working order.

c. The **DSP** will update the ATMS to indicate the device has been returned and is available for checkout.

d. If the repair was under the manufacturer's warranty, the **DSP** will indicate in the ATMS that the repair was under warranty.

e. If a student damaged the device and if the repair was not under warranty, the student is responsible for the cost of the repairs. The **DSP** will update the ATMS to assign the device to the student record, indicate that the device was not under warranty, and include the cost of repair. The **DSP** will fill out a Student Obligation Form for the amount of the cost of the repair.
3.4 Parent/Student Responsibilities Regarding Broken, Lost, or Stolen Devices

[Take-home Model]

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.

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 where 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.

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.

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. Otherwise, upon return of the device from service, 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.
3.5 Handling Payment of Student Obligations for Devices

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

- The student pays his/her obligation for a lost/broken device to school Treasurer.
- 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 (TBD).
- The Treasurer clears the student’s financial obligation for the device.
- The Treasurer notifies the DSP that the student paid his/her device financial obligation.
- The DSP updates the student record in the ATMS to indicate that the student obligation was fulfilled.

3.6 Restoring the Devices

All mobile devices may be restored to the default District image when they malfunction, to repair software or hardware issues, to remove inappropriate content or at any point during or after the school year. Restoring removes all data on the mobile device. Therefore, all students are responsible for saving their work using 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.

3.7 Collecting Student Devices

[Take-home Model]

End-of-Year
At the end of the school year, schools implementing the Take-home Model will collect devices from students. Failure of a student to turn in the device will result in the student being charged 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. The two collection models that may be used to collect devices at the end of the school year are provided below. Schools may also implement a modified model that best suits the needs of the school:

- In-school Assembly
- World History Classes

Regardless of which scenario is selected, schools should use the ATMS to “check in” devices that were checked out to students. After the devices are collected, the School Technician should evaluate each device to ensure it is in working order.
If the device is in working order, the School Technician will do the following:

1. Apply any necessary updates to the image, including mobile app updates and Windows updates
2. Secure devices in their carts in a locked, secure location over the summer

If the device is found in a damaged/broken state, the school should follow the steps outlined in Section 3.3 Handling Broken Devices, in the “Take-Home Model” section.

**Students Transferring Schools within the District**
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 who do not turn in the device before transferring will not be issued a device at the new school.

**Students Withdrawing from Miami-Dade County Public Schools**
Students withdrawing from Miami-Dade County Public Schools or transferring to a Charter school 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. 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 (with the previous school) that the technology fee was paid.

**[In-school Model]**

1. At the end of the school year, schools implementing the In-school Model will secure devices in the carts provided.
2. Devices that were “checked out” to teachers (e.g., 7th grade Civics) should be “checked in” using the ATMS.
3. The School Technician should evaluate each device to ensure it is in working order. If the device is in working order, the School Technician will do the following:
   a. Apply any necessary updates to the image, including mobile app updates and Windows updates
   b. Secure devices in their carts in a locked, secure location over the summer
4. If a device is found in a damaged/broken state, the school should follow the steps outlined in Section 3.3 Handling Broken Devices, in the “In-school Model” section.
4. STUDENT/PARENT/GUARDIAN RESPONSIBILITIES

[Take-home Model]

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 Citizenships

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

4.1 Parent/Guardian Responsibilities

- 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, and monitoring of, 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

- Charge and maintain the battery daily, ensuring it is ready for school the next day
- Do not loan your device or any accessory 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, the school, and the 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 C) 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 C). 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 F.

5. APPS & SOFTWARE

- Student mobile devices will come pre-loaded with pre-determined 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 required software/apps may be installed by the District throughout the school year.
- Students are not 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 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 teacher must collect the device prior to the end of class. 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 Charging Mobile Devices to Use in School

Students are expected to bring their devices fully charged to school. Students should be instructed to keep the chargers that came with the device at home to avoid losing them. In cases where students don’t charge their devices the previous night or the use of the mobile device has caused batteries to become discharged, there may be a
limited number of charging stations or outlets available to students on a first come, first served basis.

6.3 Logging into Student Mobile Devices

Students will log into their student mobile devices with their district-issued passwords. Students should never share their passwords with others. For step-by-step instructions on logging into the mobile devices see the Mobile Device Quick Reference Guide.

6.4 Managing Student Work on Devices

Students must save all their work in the district-provided cloud applications such as OneDrive or My Big Campus, depending on teacher directions. It is the student's responsibility to save and manage their files. As mentioned in Section 3.6 Restoring the Devices, if a device has to be restored due to a malfunction or repair, data stored on the device could be lost. Additionally, it is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. For instructions on using the OneDrive, OneNote, and My Big Campus applications, see the Mobile Device Quick Reference Guide.

6.5 Sound

Students are expected to 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.

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

6.8 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; however, student digital textbooks have been preloaded into the device. In the event that Wi-Fi is not available, students can still access their digital textbooks.

When connecting to the Internet outside of school, students must understand they are still using school equipment and the 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 (Appendix E) and the District Acceptable Use Policy (Appendix F). 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.

6.9 BYOD
Bring Your Own Device 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). See BYOD Agreement (Appendix G).

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 by providing Free Wi-Fi access. This Wi-Fi access is intended only for registered students to access only 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. For instructions on how to log into the BYOD Network, see Section 3: Logging into Networks in the Mobile Device Project Reference Guide.

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 the property of Miami-Dade County Public Schools.
- Mobile device repair/replacement will be done by the school technician or UDT staff. Students are not to attempt to repair devices.
- 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 things or 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, such as a stool, chair, or on the floor.
- Keep the device away from pets.
- Do not loan your device to relatives or friends.
7.4 Traveling to and from School
- Device should be placed in book bag/backpack and kept out of view.
- It is recommended that students transport their mobile devices in the protective cases issued with the device.
- To conserve battery life, devices should be shut down while being transported 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 other 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; device should be kept in the protective case at all times, when in use or when transporting.
- Device should be kept in its case, even when inside a book bag, backpack, or briefcase. The ruggedized case provides sufficient padding to protect the device from damage if it is dropped.
- 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, avoiding drops, crashes, and placing under heavy objects.
• Do not lean on top of the device.

7.8 Inspection

Students may be selected at random to provide their device for inspection for restricted images and settings, as well as the overall care and condition of the device, charger parts and other accessories. Students have no rights to privacy on a district-issued device. 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. Additionally, 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.

Figure 1: Back of Device with Etching

Figure 2: Home Screen with QR Code and Seal

• Devices have been configured with a tracking feature. If devices are reported stolen, the tracking feature will be initiated to help locate the device and provide information to the police or other authorities.
8. APPENDICES

Appendix A: Mobile Device Project Planning Checklist

Appendix B: Mobile Device Project Distribution Planning Form

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

Appendix D: Mobile Device Distribution Confirmation Form

Appendix E: Mobile Device Agreement

Appendix F: Acceptable Use Policy (AUP)

Appendix G: BYOD Agreement
   (FM-7523: Personally Owned Computing/ Network Device Acceptance of Responsibility and Device Use Agreement Permission Form)

Appendix H: Mobile Device/BYOD Survey Parent Letter
**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>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Preparation and Planning (Before Distribution of Devices)</strong></td>
<td></td>
<td></td>
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<tr>
<td>Send Social Studies teachers to training in August</td>
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<tr>
<td>Review the Mobile Device Implementation Guide</td>
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<tr>
<td>Review the Mobile Device Quick Reference Guide with staff</td>
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<tr>
<td>Provide time for teachers who attended the August trainings to share lesson plans with other World History teachers.</td>
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<tr>
<td>Review Mobile Device project with school staff</td>
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<tr>
<td>Send DSP to Asset Tracking Management System (once sessions are scheduled)</td>
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<tr>
<td>Place carts with mobile devices in World History teachers’ classrooms for first day of school</td>
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</tr>
<tr>
<td>Ensure that devices are fully charged on first day of school</td>
<td></td>
<td></td>
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<tr>
<td>Ensure that teachers are using devices with students</td>
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<td></td>
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<tr>
<td><strong>II. Distributing the Devices to Students</strong></td>
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<tr>
<td>Select a Distribution Model</td>
<td></td>
<td></td>
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<tr>
<td>Complete and submit the <em>Mobile Device Distribution Planning Form</em></td>
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<tr>
<td>Conduct a Parent Orientation Meeting to discuss Mobile Device Project</td>
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<tr>
<td>Provide parents with the Parent BYOD/District Device Survey</td>
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<tr>
<td>Provide parents with Student Mobile Device Agreement</td>
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<td></td>
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<tr>
<td>Distribute devices to students by 3rd week of school</td>
<td></td>
<td></td>
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<tr>
<td>Collect Student Mobile Device Agreement</td>
<td></td>
<td></td>
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<tr>
<td>Collect Student Technology Fee</td>
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<tr>
<td>Provide students with information regarding optional insurance</td>
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</tr>
<tr>
<td>Complete and submit the <em>Mobile Device Distribution Confirmation form</em> (Appendix E)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use the Asset Tracking Management System to “check out” devices</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>III. Managing Mobile Devices During the School Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet with appropriate staff (DSP, Treasurer, etc.) and review Section 3:</td>
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<td></td>
</tr>
<tr>
<td>Procedures for Managing/Handling Devices</td>
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<tr>
<td>Classroom teachers review the <em>Daily Routines for Using Devices: Take-home Model</em></td>
<td></td>
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</tr>
</tbody>
</table>
Appendix B: Mobile Device Project Distribution Planning Form

Directions: Please complete the form below and forward it to the Instructional Technology Department via email to Maria Macy at MMacy@dadeschools.net by August 15, 2014.

<table>
<thead>
<tr>
<th>SCHOOL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>School: ____________________________ Location: __________</td>
</tr>
<tr>
<td>Principal: ____________________________</td>
</tr>
<tr>
<td>Dates for Distributing Devices: ____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD OF DISTRIBUTION (CHECK ONE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Parent Meeting</td>
</tr>
<tr>
<td>□ In-School Assembly</td>
</tr>
<tr>
<td>□ World History Class</td>
</tr>
<tr>
<td>□ Other (Explain in the space provided below.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF PLANNED DISTRIBUTION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directions: If you are modifying the scenarios above or implementing an alternate method of distribution, please use the space below to provide a description of the method the school will use to distribute the mobile devices to students. This information can help the Instructional Technology Department compile valuable feedback on distribution of mobile devices</td>
</tr>
</tbody>
</table>

Person Completing Form: ____________________________ Title: ____________________________
Appendix C: 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 or My Big Campus, as directed by my teacher.
10. I will protect my mobile device by carrying it only while 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 D: Mobile Device Distribution Confirmation

Directions: Once devices have been distributed to students, school administration will complete the form below and forward it to the Instructional Technology Department via fax at 305-995-7610 or via school mail to Location 9629, Instructional Technology, SBAB Annex, Rm. 337, Attn: Maria Macy.

School Information

School: __________________________ Location: __________________________
Principal: __________________________
Date(s) of Distribution: __________________________

Indicate the Tasks Completed as Part of the Distribution Process

_____ Select a Distribution Model
_____ Complete and submit the Mobile Device Distribution Planning Form
_____ Conduct a parent orientation meeting to discuss Mobile Device Project
_____ Provide parents with the Parent BYOD/District Device Survey
_____ Provide parents with Mobile Device Agreement
_____ Collect Student Mobile Device Agreement
_____ Collect Student Technology Fee
_____ Provide students/parents with information regarding optional insurance

_____ Distribute devices to students by 3rd week of school
_____ Use the Asset Tracking Management System (ATMS) to “check out” devices

By signing this form, the school site is acknowledging that the tasks indicated above have been completed and that student devices have been distributed to eligible students.

Person Completing Form: ___________________________________________ Title: __________________________

Print Name

Person Completing Form: ___________________________________________ Date: __________________________

Signature
Appendix E: Mobile Device Agreement

Student Name ______________________________ Parent/Guardian Name ______________________________

Student Identification Number ______________________________ Date ______________________________

Mobile device Make/Model ______________________________

Student and parent please clearly print the above information and initial each page of the contract.

AGREEMENT FOR STUDENT USE OF MOBILE DEVICE COMPUTER

This Agreement is made by and between The School Board of Miami-Dade County Florida (Miami-Dade County Public Schools, hereinafter “M-DCPS”) and the student (“Student”) and parent/guardian (“Parent”) named in the upper left corner of this Agreement and takes effect on the date of signature below. M-DCPS and the Student and Parent agree as follows:

A. Purpose of Agreement. M-DCPS is pleased to make available for the Student’s use in connection with his/her studies in Miami Dade County Public Schools a mobile device computer. M-DCPS purchased these mobile devices for the sole purpose of providing them to students and faculty for educational use. The Student’s permission to use the mobile device is strictly subject to the terms and conditions of this Agreement.

For the purposes of this Agreement, the term “mobile device” or “mobile device computer” shall refer to the mobile device make and model listed above along with all accompanying peripherals (e.g., power cord; battery; mouse) received with the mobile device computer or as may from time to time be provided for the Student’s use under this Agreement.

B. Student’s Rights and Responsibilities.

1. Term of Use of the Mobile device. The Student shall be granted use of the mobile device computer while enrolled in Miami Dade County Public Schools, but no later than the Agreement End Date. The use of the mobile device shall be governed by the School Board Policy 7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY (http://www.neola.com/miamidade-fl/)

2. Return of Mobile device to M-DCPS. Student’s right to use the mobile device will terminate and Student and Parent must return the mobile device to M-DCPS within five days upon the occurrence of any of the following events:

   a. Student’s use of the mobile device expires as provided in section B.1 above;
   b. Student ceases to be enrolled in Miami Dade County Public Schools
   c. M-DCPS provides Student with five days notice that the mobile device must be returned; or
   d. Student fails to perform any of his/her obligations under this Agreement.

At any time during the term of this Agreement and upon return of the mobile device to Miami-Dade County Public Schools, M-DCPS shall have no liability whatsoever for the loss, destruction, misuse, compromise or unavailability of any information or data existing on the mobile device computer. If mobile device is not returned, M-DCPS, may exercise options as outlined in Florida State Statute for non-collection of instructional materials including, but not limited to, suspension of Student from
participation in extracurricular activities or satisfaction of the debt by Student through community service activities. M-DCPS may exhaust any and all available legal remedies in its enforcement of this Agreement.

3. **Supplies.** Student and Parent shall be responsible for and shall furnish all supplies required in connection with the mobile device computer. All supplies, including disks, and other storage media, shall meet the mobile device manufacturer's applicable specifications, and must be compatible with the mobile device's operating system, and must not be used in a manner that will cause damage to the mobile device.

4. **Alterations and Attachments.** Student and Parent may not make any alterations in or add attachments, hardware, or software to the mobile device computer absent express written permission from M-DCPS, which permission is at the sole option of M-DCPS. This mobile device is being issued to the student solely for educational use and any use that is deemed inconsistent with this purpose as determined by school administrators or by District personnel, or that is in violation of School Board policies, State or Federal law, or that is prohibited by Chapter 815 of the Florida Statutes will be considered a material breach of this Agreement, requiring that the mobile device be returned immediately to M-DCPS.

5. **Delivery and Return.** Student and Parent are responsible for the transportation of the mobile device computer, both for delivery to Student and return to M-DCPS. Delivery and return of mobile device must be made at the student's home school.

6. **Risk of Loss.** Student and Parent agree that from the time the delivery of the mobile device is accepted and until the mobile device is returned to M-DCPS in its original condition, normal wear and tear excepted, Student and Parent shall be responsible for any loss or damage thereto. If the mobile device computer is lost, stolen, destroyed, damaged where the repair costs exceeds the value of mobile device or in the event of any confiscation, seizure or expropriation by government action, or if the mobile device is not returned to the M-DCPS upon the events and within the time and manner required by this Agreement, then the Student and Parent shall be liable to the M-DCPS immediately upon demand for the payment of an amount calculated by the M-DCPS that is equal to the full replacement value of the mobile device at the time of loss. Hardware or software additions made to the mobile device at the Student's and Parent's expense are at the Student's and Parent's risk and will not be a factor in the fair market value of the mobile device. If part of the mobile device is damaged but repairable the Student and Parent shall be liable for the expense of repairing that item if not covered by the manufacturer's warranty. If payment is not received, M-DCPS, may exercise options as outlined in Florida State Statute for non-collection of instructional materials including, but not limited to, suspension of Student from participation in extracurricular activities or satisfaction of the debt by Student through community service activities. Student and parent further understand and agree that they are bound by and agree to the Technology Recovery Fee schedule included herein and which is a part of this Agreement.

7. **Notification of Loss, Damage, or Malfunctioning.** Student and Parent agree to immediately notify M-DCPS upon the occurrence of any loss to, damage to, or malfunctioning of any part of the mobile device for any reason, and M-DCPS, at its option, may then terminate Student's right to use the mobile device and any right Student may have to further participate in the mobile device program. If device is stolen outside of school premises/grounds parent shall contact the applicable municipal County police department and shall file a police report. Parent must also notify the designated school site personnel and provide the police report number.
8. **Inspection by M-DCPS.** Upon reasonable notice, Student and Parent shall permit persons designated by M-DCPS to examine the mobile device computer, at a time designated by M-DCPS.

C. **M-DCPS Rights and Responsibilities**

1. **Ownership of Mobile device.** The mobile device computer is and shall remain M-DCPS property.

2. **Enforcement of Manufacturer's Warranty.** Upon receipt of a written request from Student and Parent during the term of this Agreement, M-DCPS shall determine if it will take all reasonable effort to enforce any manufacturer's warranty, express or implied, issued on or applicable to the mobile device computer and which is enforceable by M-DCPS in its own name. M-DCPS will make reasonable efforts to obtain for Student and Parent all service furnished by the manufacturer in connection therewith; provided, however that, M-DCPS shall not be obligated to commence or resort to any litigation to enforce any such warranty. If any such warranty is enforceable by Student and Parent in his or her own name, upon receipt of a written request from M-DCPS during the term of this Agreement, Student and Parent shall take all reasonable action requested by M-DCPS to enforce that warranty, and Student shall obtain for M-DCPS all service furnished by the manufacturer in connection therewith. **M-DCPS SHALL HAVE NO LIABILITY WHATSOEVER FOR THE LOSS, DESTRUCTION OR MISUSE OF ANY INFORMATION, SOFTWARE OR DATA EXISTING ON THE EQUIPMENT. PROTECTION AND BACKUP OF DATA ON AND FOR THE EQUIPMENT IS PARENT AND STUDENT'S SOLE RESPONSIBILITY.**

D. **Disclaimer of Warranties and Remedies & Releases**

1. **Warranty Disclaimer.** Except as otherwise expressly provided herein, M-DCPS makes no warranties, either express or implied, and shall not, by virtue of having purchased the mobile device computer covered by this Agreement, be deemed to have made any representation or warranty as to the merchantability, fitness, design, or condition of, or the quality of the material or workmanship in the mobile device computer. M-DCPS expressly disclaims all warranties not stated herein. M-DCPS does not warrant that the functions contained in the mobile device computer will meet the Student's requirements, or needs, nor that the operation of the mobile device computer will be uninterrupted or error-free.

2. **Warranty Remedies.** In no event shall M-DCPS be liable to the Student, Parent or any other person for any damages, including any incidental or consequential damages, expenses, lost profits, lost savings, or other damages arising out of the use of or inability to use the mobile device computer.

3. **Release of Liability.** For and in consideration of the authorized use of the M-DCPS' property (mobile device), receipt whereof is hereby acknowledged, the parent, student, and his or her heirs and representatives, do hereby remise, release, acquit, and forever discharge the School Board of Miami-Dade County, Florida (M-DCPS), its agents, representatives, insurers, successors, employees, owners, officers, directors, administrators, affiliates, and incorporators, from any and all liabilities, causes of action, suits, debts, dues, damages, including compensatory and punitive damages, injuries, including death to any person, or damage to property, of whatever nature, sums of money, accounts, reckonings, attorney fees, bonds, bills, covenants, contracts, controversies, agreements, promises, claims, and demands of whatsoever kind or nature, in law or in equity, which the student or parent ever had, now has, or which any personal representative, successor, family member, heir, or assign of student or parent now has or may hereinafter acquire against the School Board or M-DCPS, arising, directly or indirectly, from this Agreement or from the use or possession
of the mobile device provided by M-DCPS. The parent and the student further agree that they will indemnify, defend, and hold the School Board (M-DCPS) harmless from any and all claims arising from the student’s or parent’s misuse of the mobile device issued to the student pursuant to this Agreement.

E. Miscellaneous

1. **No Third Party Beneficiaries.** The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

2. **Survivorship.** Those provisions which by their nature are intended to survive the expiration, cancellation or termination of this Agreement, including by way of example only, the Indemnification provision, shall survive the expiration, cancellation or termination of this Agreement.

3. **Termination For Convenience.** The School Board reserves the right to terminate this Agreement at any time and for any reason upon giving thirty (30) days’ notice to the parent or student. In the event said Agreement is terminated for convenience as provided herein, the School Board will be relieved of all obligations under said Agreement.

4. **Governing Law and Venue.** This Agreement shall be governed by, and construed in accordance with the laws of the State of Florida. In the event of litigation, venue for any claim shall lie exclusively in a court of competent jurisdiction in Miami-Dade County. All parties shall be responsible for their own attorneys’ fees and costs.

**Technology Recovery Fees:**

Students are expected to return the computer in the same condition in which it was issued. While normal wear and tear will be taken into consideration, students who have mistreated the equipment will be subject to fines. Students will be issued financial obligations forms if any of the following occurs:

<table>
<thead>
<tr>
<th>Repair Parts / HP</th>
<th>Description</th>
<th>Total Repair Cost (with labor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adesso</td>
<td>Mini Keyboard (Adesso or Equivalent)</td>
<td>$10.00</td>
</tr>
<tr>
<td>HP</td>
<td>ElitePad tablet</td>
<td>$430.00</td>
</tr>
<tr>
<td>HP</td>
<td>Lost/Stolen - AC Power Adapter (10 watt, wall mount)</td>
<td>$45.00</td>
</tr>
<tr>
<td>HP</td>
<td>Ruggedized Case for EP900</td>
<td>$60.00</td>
</tr>
<tr>
<td>HP</td>
<td>Webcam kit - Includes one forward-facing 1080p camera and one rear-facing 8MP camera with LED flash)</td>
<td>$109.00</td>
</tr>
<tr>
<td>HP</td>
<td>Battery - Non-Warranty Damage - 2-cell lithium-ion (Li-Ion), 25Wh</td>
<td>$109.00</td>
</tr>
<tr>
<td>HP</td>
<td>Damaged Bottom case - Includes power button actuator and slot cover with brackets -</td>
<td>$179.00</td>
</tr>
<tr>
<td>HP</td>
<td>Cracked or Broken Screen</td>
<td>Pending</td>
</tr>
<tr>
<td>HP</td>
<td>Ruggedized Case Kickstand</td>
<td>$5.00</td>
</tr>
<tr>
<td>HP</td>
<td>Ruggedized Case Hand Strap</td>
<td>$5.00</td>
</tr>
<tr>
<td>HP</td>
<td>ElitePad 3.0 USB Adapter (Dongle)</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

* All prices include actual parts and labor

* Prices are subject to change depending on availability and industry pricing adjustments.
The Student shall be granted use of the mobile computer while enrolled in Miami Dade County Public Schools.

The use of the mobile device shall be governed by the M-DCPS Acceptable Use Policy.

Mobile devices are to be utilized for educational purposes only.

Student and Parent shall be responsible for and shall furnish supplies required in connection with the mobile devices. All supplies, including disks, and other storage media, shall meet the mobile device manufactures applicable specifications.

Student and Parent may not make any alterations in or add attachments, hardware or software to the mobile device without the express written permission from M-DCPS.

Student and Parent agree to immediately notify M-DCPS upon occurrence of any loss to, damage to, or malfunctioning of any part of the mobile device for any reason.

The mobile device is and shall remain M-DCPS property.

Student’s right to use the mobile device will terminate and Student must return the mobile device to M-DCPS if Student fails to perform any of his/her obligations under the Mobile Device Agreement.

No stickers or markings may be placed directly on the equipment.
Please sign this page and return to the school. Keep the contract for your records.

_________________________________________      _______________________
Student Name                                             ID#            High School

Acknowledgment

STUDENT AND PARENT/GUARDIAN ACKNOWLEDGE THAT THEY HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. STUDENT AND PARENT FURTHER ACKNOWLEDGE THAT THIS AGREEMENT REPRESENTS THE COMPLETE UNDERSTANDING AND AGREEMENT BETWEEN THE SCHOOL BOARD (M-DCPS) AND THE PARENT AND STUDENT WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO OTHER REPRESENTATIONS, STIPULATIONS, AGREEMENT, OR UNDERSTANDING, WHETHER ORAL OR IN WRITING SHALL BE VALID OR UNFORCEABLE OR HAVE ANY BINDING EFFECT UNLESS CONTAINED IN THIS AGREEMENT. THIS AGREEMENT MAY NOT BE CHANGED, AMENDED, OR MODIFIED WITHOUT THE EXPRESS WRITTEN APPROVAL OF THE SCHOOL BOARD (M-DCPS). ANY CHANGE, MODIFICATION, OR AMENDMENT TO THIS AGREEMENT APPROVED BY THE SCHOOL BOARD MUST BE IN WRITING.

I have read and understand the terms and conditions of the foregoing Agreement, and agree to all of its terms and conditions.

________________________________________ _ Date
Agreement End Date

_________________________________________ Date
Student’s Signature

_________________________________________ Date
Parent/Guardian Signature

Date Returned_________________________

Device Tracking

If it becomes a necessity due to loss or theft, I understand that a tracking system may be enabled to identify the location of the mobile device. This program will only be utilized to find devices that have been reported lost/stolen.

_________________________________________ Date
Parent/Guardian Signature
Appendix F: Acceptable Use Policy (AUP)

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

This policy establishes responsible and acceptable use of the network as a tool for learning in the District. 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. This includes connection to the Internet while on school property. In this policy, Users are defined as students. No user may use the Network to take any action and/or communicate any language that the employee or student could not take or communicate in person. Prohibitions in applicable Federal, State, and/or local law or regulation, collective bargaining agreements and School Board policies are included. Additionally, this policy reflects that there is no expectation of privacy in the use of e-mail or network communications when such communications occur over District provided equipment. (See Board policies concerning privacy and e-mail).

Access to the Network

The District Network gives schools the ability to share educational and research resources from around the world with all students. These resources include access to instructional applications, interactive collaboration between teachers, students and other users, document sharing, communications of all forms with people from around the world and libraries, museums and research facilities.

Acceptable Use

Use of the Network must support and be consistent with the educational objectives of the District. All users must comply with this policy and the standards of conduct established in the District Codes of Student Conduct (Elementary, Secondary, and Adult), Code of Conduct for Adult Students, Florida's Code of Ethics of the Education Profession, the District Network Security Standards and School Board policies regarding employee behavior.

A. Transmission of any material in violation of local, State, and Federal law or regulation or Board policies is prohibited. This includes, but is not limited to copyrighted or trade secret material which the transmitter does not have the right to transmit, and material that is threatening, bullying, discriminatory, slanderous or obscene material.

Obscene material is material which:

1. the average person, applying contemporary community standards, would find, taken as a whole, appeals solely to the prurient interest; and
2. depicts or describes, in a patently offensive way, sexual conduct as defined in State law (F.S. 847.001 (11)); and
3. taken as a whole, lacks serious literary, artistic, political, or scientific value.

B. Procedures for protesting instructional materials and educational media as they are accessed through the Internet are governed by Policy 2510.

C. Use of the Internet for political activities is prohibited.

D. Use of the Network for product advertisement, commercial activities, political campaigning or solicitation is prohibited.
E. The District shall use an Internet Content Filter to prevent User access to prohibited material.

Users of the District Network are charged with notice that besides obscene material, there are other potentially objectionable materials available on the Internet, including sites with adult content, nudity, and gambling, as well as sites advocating violence and illegal activities. No content filter will ever be 100% accurate, and on occasion either objectionable material may get through or non-objectionable material may be blocked. It is a User’s obligation to immediately report these lapses.

Bypassing the District content filter without authorization is strictly prohibited. The District has procedures in place to evaluate requests from Users to block or unblock sites as necessary.

Students, parents and staff should be aware that connection to any Internet or network provider not under District control may be unfiltered, especially open wireless connections. The District is not responsible for unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property. The District is also not responsible for issues caused by the connection of personal devices to the District’s Network or improper use of the District’s Network or equipment.

Privilege

Accessing the Internet using District equipment and/or through the District’s Network is a privilege, not a right, and inappropriate use, including violation of this rule may result in cancellation of the privilege.

A. School, regional center, and District administrators are authorized to determine appropriate and acceptable use pursuant to this policy.

B. Any user account may be closed, suspended or revoked at any time a school, regional center, or District administrator determines an account user or holder has used the Network in an inappropriate or unacceptable manner in violation of this or any other applicable Board policy.

C. Inappropriate or unacceptable use is defined as use that violates this policy or the District’s purpose in providing students and employees safe access to the Internet and use that violates the District Codes of Student Conduct (Elementary, Secondary, and Adult), Code of Conduct for Adult Students, Florida’s Code of Ethics of the Education Profession, the District Network Security Standards, and Board policies governing employee behavior, or any local, State, or Federal law or regulation.

D. Access to the Internet from the District Network as a tool for learning will be automatic. Parents must notify the school in writing if they do not want their child to access the Internet.

Monitoring

District Staff has the right to review any material on user accounts to maintain adequate fileserver space and monitor appropriateness of material transmitted through the Network. The District shall respect the privacy rights of user accounts unless there is a violation or suspected violation of this policy.

Network Etiquette

All Users are expected to follow the generally accepted rules of network etiquette. These standards of conduct include, but are not limited to the following:

A. Users should be polite. The use of abusive language is prohibited.

B. Use appropriate language. The use of profanity, vulgarities or any other inappropriate language is prohibited.
C. Engaging in activities which are prohibited under local, State or Federal law is prohibited.

D. Activities which violate the Codes of Student Conduct (Policy 5500), the Code of Ethics of the Education Profession in the State of Florida, the District Network Security Standards and Board policies governing employee behavior, are prohibited.

E. Do not reveal your personal address and/or telephone number or that of other Users unless compelled to by law.

F. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities without notice.

G. Do not use the Network in such a way that other Users would be unable to get the full benefit of information available. This includes, but is not limited to: running applications that deny the Network’s services to others, tying up computers without a legitimate educational or school district or school business purpose while others are waiting, damaging software or hardware so that others are unable to use it, or any conduct that would be prohibited by State law (F.S. 815.06).

H. Do not use the Network to send or receive messages that discriminate based on sex, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, gender, gender identity, social and family background, linguistic preference, disability or that are inflammatory.

Services

Use of any information obtained via the Internet is at the User’s own risk. The District will not be responsible for any damages a User may incur. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions.

The District is not responsible for the accuracy or quality of information obtained through the Network. All Users need to consider the source of any information they obtain through the Network, and evaluate the accuracy of the information.

Security

Security on any computer network is a high priority, especially when the system involves many Users.

A. If a User can identify a security problem on the Network, the User must notify a system administrator. The User must not disclose or demonstrate the problem to others.

B. Users must not use another individual’s account without written permission from that individual. Attempts to log into the system as any other user will result in disciplinary action as described in Disciplinary Action.

C. Any User that has been determined by administrators to have violated this rule may be denied future access to the Internet through the District Network.

D. A User with a history of using other computer systems in an inappropriate or unacceptable manner may be denied access to the District Network.

E. Users of the Network will be held responsible for all activity associated with the User’s account. Users should not share their passwords with anyone, engage in activities that would reveal anyone’s password or allow anyone to use a computer to which they are logged on.

F. Accessing chat rooms or instant messaging while using the District Network is prohibited.

G. The use of Internet tools such as blogs and discussion boards are intended for educational purposes only.
H. Downloading pictures, sounds, video clips, text documents or any material without authorization and without confirmation is prohibited unless the User has the right to use it or has obtained permission from the copyright owner.

I. Downloading games, video files, audio files or running streaming media without educational value and without authorization by a teacher or a local administrator is prohibited.

J. Uploading, downloading or installing software applications without authorization is prohibited.

K. Using the District's wireless equipment while on District property to connect without authorization to any wireless networks other than those provided by the District, is prohibited. External signals will not provide content filtering and access to private networks may be illegal.

Vandalism and Harassment

Vandalism and harassment when utilizing the Internet will result in cancellation of User privileges. This includes, but is not limited to, the uploading or creation of computer viruses and the attempt to destroy, harm or modify data of another User.

Procedures for Use

Student users must always get permission from their teachers or facilitators before using the Network or accessing any specific file or application. Student users must also follow written and oral classroom instructions.

A. All users have the same right to use the computer resources. Users shall not play games without educational value or use the computer resources for non-academic activities when other users require the system for academic purposes.

Personal use of the District Network, including e-mail and the Internet, is permitted as long as it does not interfere with an employee's duties and/or system operation and abides by all District policies and standards.

B. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the Internet, and for assuring that students understand that if they misuse the Network they will lose their privilege to access the Internet from the classroom environment. Students should not be provided with Network access unless they are properly supervised by an individual trained to provide the guidance students require.

C. Pursuant to Federal law, 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 with the online disclosure of personally identifiable information; and
3. the consequences of unauthorized access (e.g., “hacking”), cyberbullying, and other unlawful or inappropriate activities by students online.

D. In a Bring Your Own Device (BYOD) school environment, students will be notified of additional responsibilities within the framework of the District's educational objectives. A "device" is defined as "a laptop computer, a smartphone or cellular phone, or any other electronic device that may access the school's network". Staff and students must accept and comply with the following District requirements and restrictions for participation:

1. Users may only connect their devices to the District’s filtered Network wirelessly or through a direct connection for data access during school hours, in compliance with the Children’s Internet
Protection Act (CIPA). Connecting to broadband services for data access during school hours without approval and direction is prohibited. Use of any electronic device, and the telephone capabilities of those devices, are governed by the Codes of Student Conduct (Elementary, Secondary, and Adult).

2. Users are responsible for ensuring their devices use security applications to protect the devices from infection and prevent spreading infections from the devices.

3. Users connecting to a school's and/or the District's Network shall release the District from any and all liability for any damage to devices that may or is alleged to have resulted from use of the school's and/or District's Network. The District shall not be responsible for a personally owned device becoming infected when connected to the District's Network or for a student's exposure to inappropriate material when using a personally purchased broadband connection.

4. The District is not responsible for personally owned devices that are damaged, lost, or stolen.

5. Pursuant to Board Policy 5517.01, cyber bullying is prohibited at all times, on campus or off, whether using District-owned equipment and networks or personally owned equipment and broadband connection plans.

6. Social media like Facebook and similar websites allow Users to "friend" other Users. The District discourages teachers from " friending" students to reduce the possibility of inappropriate communications between them. Students should not try to "friend" teachers. In addition,Users should always be cautious in using social media and, in particular, never reveal personal information about themselves or others.

**Inappropriate Material**

Inappropriate material is material that is inconsistent with the goals, objectives, and policies of the educational mission of the District. It is impossible to control effectively the content of data and an industrious User may discover inappropriate material.

**Disciplinary Actions for Improper Use**

The act of using the District's Network signifies that the User will comply with this policy.

Disciplinary action for inappropriate use by Users will be based on the tiered actions described in the Codes of Student Conduct (Elementary, Secondary or Adult) (Policy 5500) and may include, but is not limited to, loss of privilege, suspension or expulsion.

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
76 F.R. 56295, 56303

Revised 7/18/12

©Miami-Dade, 2010
Appendix G: BYOD Agreement (FM 7523)

Miami-Dade County Public Schools
Personally Owned Computing/Network Device Acceptance of Responsibility
and Device Use Agreement Permission Form

I (Name of parent or guardian), agree to let (Name of student) bring their personally owned computing
device for instructional use in (Name of school). I understand that the student named above will be
permitted to use their personally owned device, subject to the conditions of this document.

I understand that if I agree to allow my student to use their own device that Miami-Dade County Public
Schools (M-DCPS) or (Name of School) is not responsible for any device or data loss, theft, infection,
damage or other associated costs of replacement or repair incurred during the school day or at home
as a result of participation in this program. I understand that M-DCPS Staff will be unable to store,
support or troubleshoot student owned devices. The student named above will take full responsibility
for the device and will appropriately secure all devices when not in use.

M-DCPS uses technological measures such as filtering to promote internet safety. Filtering limits
students’ ability to access harmful internet sites from any device connected to the M-DCPS network,
but only when this equipment is used in school on the M-DCPS network. Access through cellular
networks does not provide the same measures of filtering. Students should only use the M-DCPS
network (not private cellular service) for internet access while on M-DCPS property.

I have verified my student is aware that all aspects of Board Policy 5500 - Student Code and Discipline,
Board Policy 7540.03- Student Network and Internet Acceptable Use and Safety, and District Codes of
Student Conduct, and Board Policy 5517.01 prevents cyber-bullying apply to the use and care of their
personal device while on M-DCPS property or while involved in any M-DCPS sponsored event/activity. I
am responsible for ensuring the device uses security applications to protect the devices from infection
and prevent spreading infections from the devices.

I understand that the purpose of allowing my student to use their own device is to participate in teacher
approved activities in support of the M-DCPS curriculum. Use of these devices for unrelated activities
beyond or outside the M-DCPS educational program are prohibited.

Parent or Guardian’s Signature ______________________________________________________________

Date ____________________________________

Student Acceptance

I agree to adhere to the AUP guidelines presented in the Student Rights and Responsibilities
Booklet. I will utilize the device(s) for instructional purposes only while at any M-DCPS school
or on the M-DCPS network.

Student Signature ________________________________________________________________

Student ID# _____________________________

Date _____________________________

FM-7523 Rev. (12-13)
Appendix H: Mobile Device/BYOD Survey/Parent Letter

Date ______________________

Dear Parent/Guardian:

The District is beginning to transition from print to digital instructional materials as required by state statute. Students are encouraged to bring their own devices to school to access the digital instructional materials and other online curriculum and resources. Beginning in August 2014, all ninth grade World History courses will be using digital materials. Ninth grade students and other students enrolled in World History courses who do not opt to bring their own devices to school will be permitted to check out a district-owned device for school and home use. Just like textbooks or musical instruments that are provided to students by the schools, students will be responsible for the devices they are issued and will be financially responsible for damage/loss.

The District is requesting that you complete the attached survey regarding your child’s technology and materials needs. Please use the attached survey to select one of the three options listed below. The directions for completing the survey are on the attached sheet.

Student Options:

A. District Device: My child will check out a district-owned mobile device for school and home use and I understand that I will be financially responsible for any damage or loss.
   • If you selected this option, please complete the attached 2014-2015 Mobile Device Agreement Form.

B. Bring Your Own Device (BYOD): I intend for my child to bring a device that meets the minimum requirements to school for the 2014-2015 school year.
   • Please see the District’s Bring Your Own Device (BYOD) site, http://wifi.dadeschools.net, for more details on the minimum specifications.
   • If you selected this option, please complete the attached Miami-Dade County Public Schools Personally Owned Computing/Network Device Acceptance of Responsibility and Device use Agreement permission Form.

C. Printed Textbooks: My child will not bring a device to school and I am requesting a print textbook instead of a district-issued mobile device.
   • Textbooks will only be provided to students that select this option.

Please send the survey back to school no later than, Friday, August 22, 2014.

Sincerely,

Principal
Fecha

Estimado padre de familia/Tutor:

El Distrito está comenzando la transición de convertir los libros de instrucción impresos a libros digitales con el propósito de cumplir con los estatutos del estado. Se anima a los estudiantes a que traigan sus propios dispositivos a la escuela para tener acceso a los materiales educacionales digitales y a otros planes de estudios y recursos en línea. A partir de agosto del 2014, todos los cursos de Historia Mundial del noveno grado estarán utilizando materiales digitales. Los estudiantes de noveno grado y otros estudiantes matriculados en cursos de Historia Mundial que decidan no traer sus propios dispositivos a la escuela, pueden pedir prestado un dispositivo propiedad del distrito para ser utilizado en la escuela y en el hogar. Los estudiantes serán responsables por los dispositivos prestados, igual que cuando la escuela les presta libros de texto impresos o instrumentos musicales a los estudiantes y serán financieramente responsables por daños/pérdidas.

El Distrito está pidiendo que usted complete la encuesta adjunta sobre las necesidades que tiene su hijo respecto a la tecnología y materiales. Por favor, use la encuesta adjunta para seleccionar una de las tres opciones que se enumeran a continuación. Las instrucciones para completar la encuesta están en la hoja adjunta.

Opciones para estudiantes:

a) **Dispositivo del Distrito:** Mi hijo pedirá prestado un dispositivo móvil propiedad del distrito, para ser utilizado en la escuela y en el hogar y entiendo que seré monetariamente responsable por cualquier daño o pérdida.
   • Si usted ha seleccionado esta opción, por favor, llene el formulario adjunto del Acuerdo para utilizar dispositivos móviles del 2014-2015.

b) **Traiga Su Propio Dispositivo (BYOD):** Tengo la intención de que mi hijo lleve a la escuela un dispositivo que cumpla con los requisitos mínimos de la escuela para el año escolar 2014-2015.
   • Para más detalles sobre las especificaciones mínimas, por favor, consulte el sitio del Distrito *Bring Your Own Device (BYOD)*, [http://wifi.dadeschools.net](http://wifi.dadeschools.net).
   • Si ha seleccionado esta opción, por favor, llene el formulario de autorización que se encuentra adjunto *Miami-Dade County Public Schools Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement.*
c) **Libros de texto impresos:** Mi hijo no llevará un dispositivo a la escuela y estoy solicitando libros de texto impreso en lugar de que el Distrito le preste un dispositivo móvil.

- Los libros de texto sólo se proporcionarán a los estudiantes que elijan esta opción.

Por favor, envíe la encuesta a la escuela a más tardar el viernes, 22 de agosto del 2014.

Atentamente,

Director/Directora
Dat

Chè Paran/Gadyen:

Distri a kòmanse fè tranzisyon soti nan materyèl enstriksyon enprime pou ale nan dįjital jan lwa eta a mande. Nou ankouraje élèv yo pou vini lekòl ak pwòp aparèy yo pou jwenn aksè sou materyèl enstriksyon dįjital e jwenn lòt kourikoulòm ak resous sou Entènèt. Kòmanse ann out 2014, tout kou pou klas Istwa Lemond pou nevyèm ane eskolè pral sèvi ak materyèl dįjital. Elèv nevyèm ane ak lòt élèv ki enskri nan kou Istwa Lemond ki pa chwazi pou yo vini ak pwòp aparèy yo lekòl ap gen pèmisyon pou prete yon aparèy distri a pou sèvi lekòl ak lakay. Menmjan ak yon liv enprime oubyen yon enstriman mizikal lekòl la prete elèv yo, élèv yo ap responsab pou aparèy yo prete yo e yo ap responsab finansyèman pou domaj/pèt.

Distri a ap mande pou ou ranpli sondaj ki tache a konsènan bezwen teknoloji ak materyèl pitit ou a. Silvouplè sèvi ak sondaj ki tache a pou w chwazi youn nan twa opsyon ki nan lis anba a. Direksyon pou ou ranpli sondaj la sou fèy ki tache a.

Opsyon Elèv:

**A. Aparèy Distri a:** Pitit mwen an ap prete yon aparèy pòtab distri a pou li sèvi lakay li ak nan lekòl li e mwen konprann mwen ap genyen responsablite finansyèman pou nenpòt domaj oubyen pèt.
- Si ou chwazi opsyon sa a, silvouplè ranpli Fòm Akò pou Aparèy Pòtab 2014-2015 ki tache a.

**B. “Bring Your Own Device (BYOD)” (Pote Pwòp Aparèy Ou):** Mwen gen entansyon pou pitit mwen an pote yon aparèy lekòl la ki satisfè demand minimòm pou ane lekòl 2014-2015 la.
- Silvouplè wè sit Distri a “Bring Your Own Device (BYOD)”, [http://wifi.dadeschools.net](http://wifi.dadeschools.net), pou plis detay sou espesifikasyon minimòm.
- Si ou chwazi opsyon sa a, silvouplè ranpli Fòm Akò Pèmisyon Aksepte Responsablite pou Sèvi ak Pwòp Òdinatè/Rezo Aparèy Ou Lekòl Leta Miami-Dade County ki tache a.

**C. Liv Enprime:** Pitit mwen an pap pote yon aparèy lekòl e mwen ap mande pou yon liv enprime olyede yon aparèy pòtab distri a ap bay.
- Se sèlman élèv ki chwazi opsyon sa a ki ap resevwa yon liv enprime.

Silvouplè voye sondaj la touen pa pi ta pase vandredi 22 out 2014.

Sensèman,

Direktè/tris
Direksyon sou Sondaj la

- Sèvi sèlman ak yon kreyon #2.

- Ranpli repons yo sèlman sou fèy ki gen ti boul yo bay la

- Ranpli Nimewo Idantifikasyon Elève M-DCPS pitit ou a nan espas yo bay la kòmanse sou men goch e kolore boul ki koresponn ak nimewo anba a. (gade egzanp yo bay la).

KESYON SOU SONDAJ LA

1. Silvouplè endike entansyon ou konsènan abilite pou pitit ou a vini lekòl ak aparèy pou ane lekòl 2014-2015 la.

   a. Aparèy Distri a: Pitit mwen an ap prete yon aparèy distri a pou li sèvi nan lekòl li ak lakay li e mwen konprann mwen ap genyen responsablite finansyèman pou nenpòt domaj oubyen pêt.


   c. Liv Enprime: Pitit mwen an pap pote yon aparèy lekòl e mwen ap mande pou yon liv enprime olyede yon aparèy pòtab distri a ap bay.