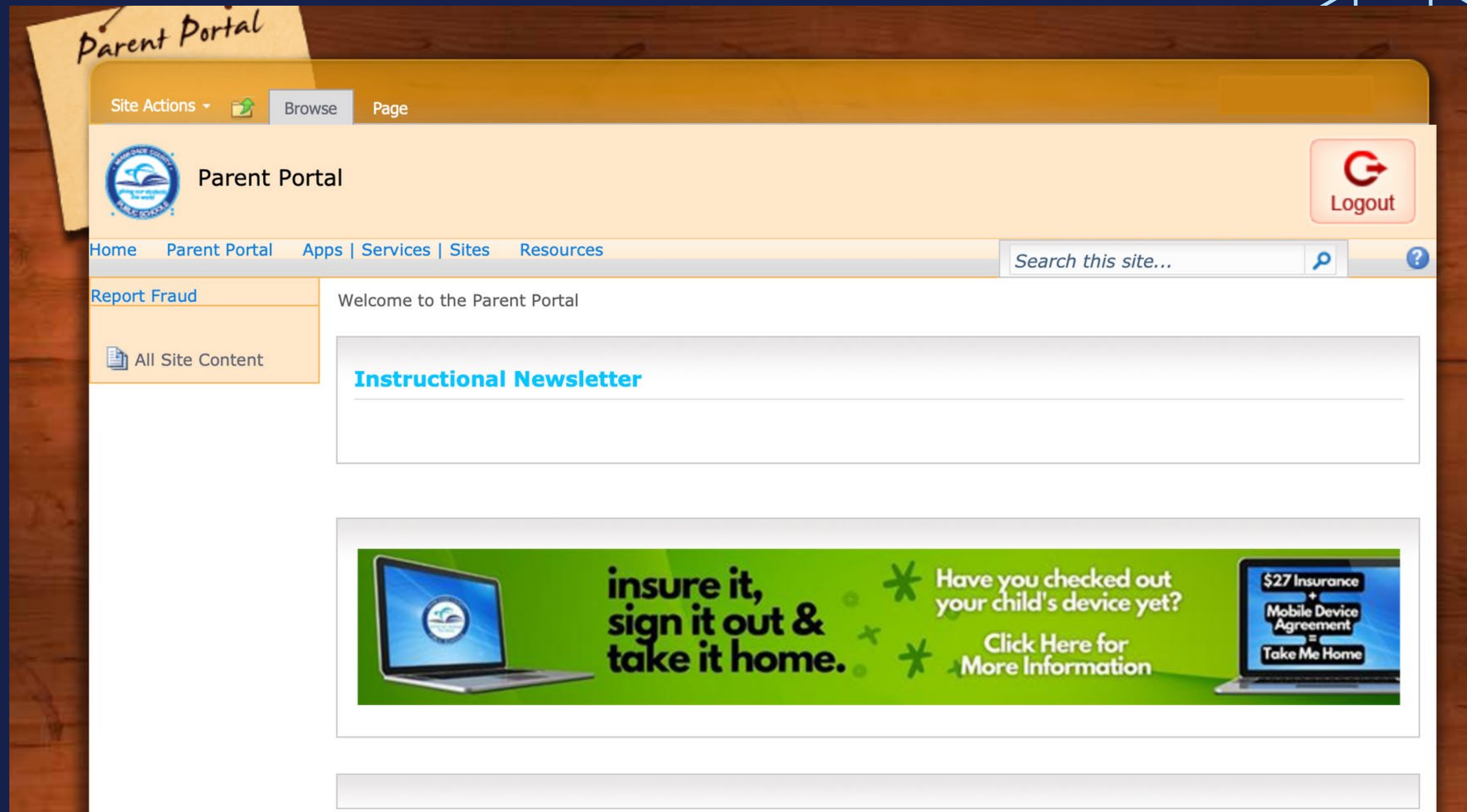




2023-2024 MOBILE DEVICES CHECKOUT PROCEDURES



SIGN-IN TO THE PARENT PORTAL

► Click on the Green Banner



The screenshot displays the Parent Portal website interface. At the top, there is a navigation bar with "Site Actions" (a dropdown menu), "Browse", and "Page". Below this is a header section featuring the "Parent Portal" logo on the left and a "Logout" button on the right. A secondary navigation bar includes links for "Home", "Parent Portal", "Apps | Services | Sites", and "Resources", along with a search bar labeled "Search this site...". On the left side, there is a sidebar with a "Report Fraud" link and a button labeled "All Site Content". The main content area begins with a "Welcome to the Parent Portal" message, followed by a section titled "Instructional Newsletter". Below this is a prominent green banner with the text "insure it, sign it out & take it home." and "Have you checked out your child's device yet? Click Here for More Information". The banner also features an image of a laptop on the left and a graphic on the right showing a calculation: "\$27 Insurance + Mobile Device Agreement = Take Me Home".

The process is all online. No paper forms!




[SCHOOL CHOICE](#) ▾[INSTRUCTIONAL TECHNOLOGY](#) ▾[INSTRUCTIONAL MATERIALS](#) ▾[LIBRARY MEDIA SERVICES](#) ▾[DISTRICT INITIATIVES](#) ▾

[HOME](#) / [INSTRUCTIONAL TECHNOLOGY](#) / [INSTRUCTIONAL MOBILE DEVICES](#) / [MOBILE DEVICE CHECK OUT](#)

Mobile Device Check Out

Mobile Device Check Out




Check One Out (1200 x 300 px)


INSTRUCTIONAL MOBILE DEVICES

Instructional Mobile Devices

- [Bring Your Own Device](#)
- [Mobile Device Check Out](#)
- [Incident IQ Asset Management System](#)



STEP 1: INSURE IT



STEP 2: SIGN IT OUT

Begin with Step 1: Insure It



STEP 1: INSURE IT

In order to safeguard your device, we encourage that you purchase insurance for your device. Don't worry, you can purchase the plan now and once you have your device checked out to you, you can return to the portal to input the Serial Number and Model Number to finalize your insurance plan. The cost of the insurance plan is often 18 times less the price of a total replacement. It's a wise investment!

INSURE IT



STEP 2: SIGN IT OUT

Parents will need to sign the Mobile Device Agreement form. You can do this simply by clicking below and providing the Student ID and Parent Email/Phone OR by clicking on the Mobile Device Agreement icon in the M-DCPS Mobile App. Once signed, the school can immediately check out the device to your student.

SIGN IT OUT

Instructional Mobile Devices

Bring Your Own Device

Mobile Device Check Out

Incident IQ Asset Management System

Step
2 is
next!!

STEP 2: Enter Student ID# and Click on LOOKUP



Agreement for Student Use of Mobile Device Computer

Please use your Student Id or Staff Id to locate your account.

Student ID / Staff ID

ENTER STUDENT ID#

LOOKUP

Click Here

Verify Information & Click on View Policy



Agreement for Student Use of Mobile Device Computer

We found a match for the user **Your Student's Name** **CLICK HERE** View the policy [here.](#)

Please use your Student Id or Staff Id to locate your account.

Your Student's ID#

LOOKUP

Read the agreement



Agreement for Student Use of Mobile Device Computer

8. **Release of Liability.** Parent and the Student, including their heirs and assigns agree that they will release, forever discharge, indemnify, defend, and hold M-DCPS harmless from any and all claims arising from the Student's or Parent's use, misuse, or possession of the mobile device issued to the Student pursuant to this Agreement including but not limited to any and all damages whatsoever kind or nature.

9. **Survivorship, Governing Law and Venue.** Those provisions which by their nature are intended to survive the expiration, cancellation or termination of this Agreement. This Agreement shall be governed by, and construed in accordance with the laws of the State of Florida 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. 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.

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 enforceable 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 its terms and conditions.

Submit all required information

conditions.

PARENTS MUST COMPLETE THE SECTION BELOW. YOUR IP ADDRESS WILL BE RECORDED. ALL FIELDS SHOULD BE COMPLETED WITH THE PARENT'S INFORMATION.

☐ I agree to the terms of the 'Agreement for Student Use of Mobile Device Computer'

Name: **Student Name**

Date: Aug 3, 2023

Complete all the required information

Phone Number:

Phone Number

Phone Number

Email Address:

Email Address

Email Address

Legal Name:

Type your name

Please type your name

Student Signature:

Type student's legal signature

Please enter student's legal signature



Parent/Guardian Signature:

Type parent/guardian's legal signature

Please enter parent/guardian's legal signature

SUBMIT

Once all steps are complete,
student visits the media center to pick up device.




SCHOOL CHOICE ▾
DISTRICT INITIATIVES ▾

INSTRUCTIONAL TECHNOLOGY ▾


INSTRUCTIONAL MATERIALS ▾

LIBRARY MEDIA SERVICES ▾



STEP 3: PICK IT UP

Students should check with the main office at their school and ask to speak with the school's Asset Manager. The Asset Manager will be able to verify that insurance has been paid (you might want to take proof of insurance just to make things move faster) and that the Mobile Device Agreement has been signed! Pick up your device with the charger. Remember to log in once at school before taking the device home!



STEP 4: CONFIRM & TAKE IT HOME

You will receive a receipt via your student email once you have checked out your device. Confirm that the device provided to you matches the information in the receipt and keep this receipt in your email as a record of the device that was checked out to you in the event that the device is lost, stolen, or damaged. Students can also log in to the District's Asset Management System: IncidentIQ to check on any asset assigned to them.

[LOG IN TO INCIDENTIQ](#)

Instructional Mobile Devices

[Bring Your Own Device](#)

[Mobile Device Check Out](#)

[Incident IQ Asset Management System](#)

