

You have received your iPad which includes a Responsible Use Agreement that you and your parent/guardian must sign. This iPad is assigned to you. You are responsible for it and its care. Please read the following information to understand your role with this iPad and your responsibilities with it and its use.

- Extension installation has been disabled.
- Highline Public Schools monitors access.

POLICY, PROCEDURE, FORM and HANDBOOK for Student Use of District Technology

Policy 2026 - USE OF DISTRICT OWNED PORTABLE TECHNOLOGY STUDENT USE AND RESPONSIBILITIES

Procedure 2026 - USE OF DISTRICT OWNED PORTABLE TECHNOLOGY STUDENT USE AND RESPONSIBILITY

Form 2026 - ANNUAL USE AGREEMENT FOR DISTRICT-OWNED PORTABLE TECHNOLOGY

Handbook 2026 - MOBILE DEVICE PROGRAM STUDENT/PARENT PILOT HANDBOOK

These policies can be found on the HPS Website, Technology Services department page under Responsible Use (<https://www.highlineschools.org/departments/technology-services>)

LOST OR MISSING STUDENT TECHNOLOGY PROCEDURE

Highline Public Schools operates as a self-insured business. For items that are lost/stolen, our Risk Management Team will determine if the loss will be covered under self-insurance. If the loss is not covered, you may be responsible. Please review the information below as it relates to student onsite and take-home devices. Note, there are reporting times and entities to contact.

- Report lost or stolen devices to the School Office within 24 hours of loss. This is a requirement of all school district technology that is believed lost or stolen. Students must provide as much information as possible regarding the device (i.e. make, model, district barcode/tag number).
- Report lost or stolen devices to the Police department* with 24 hours of loss. A police report should be completed as soon as the loss is noticed and with the local jurisdiction to which the device was lost/stolen. Please submit the case number to the School Office after you have filed a police report.

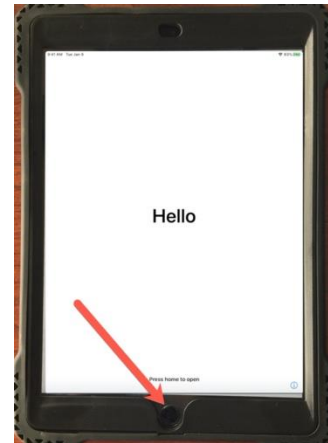
* Please note, if a lost/stolen device is not reported with 2 days of loss, the device will be replaced by the student at their expense.

YOUR SCHOOL LEVEL SUPPORT

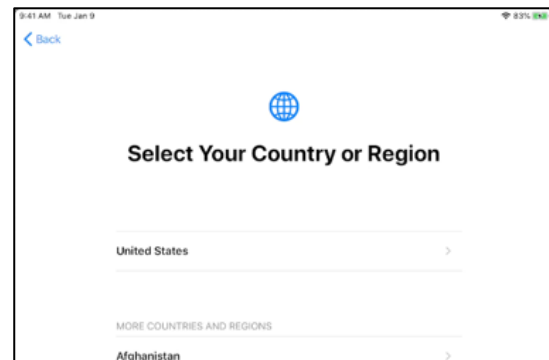
Each school has a dedicated Technician. Work with your school office to connect with the technician for support or repairs. If you need a password reset, please contact a school staff member for support.

How to Setup a District Provided iPad

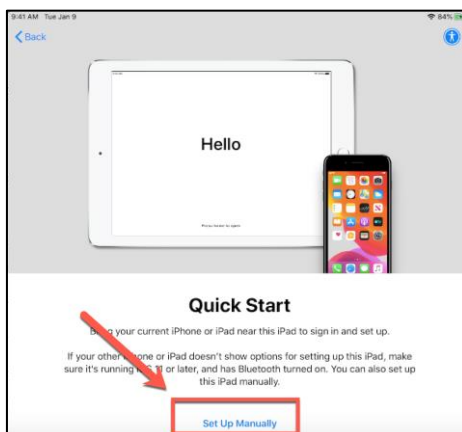
1. Turn on the iPad, by hold down the button on the top right until the apple icon appears on the screen (across from the headphones jack).
2. Click on the Home button, located at the bottom of the screen. Once the screen turns on, click it a second time.



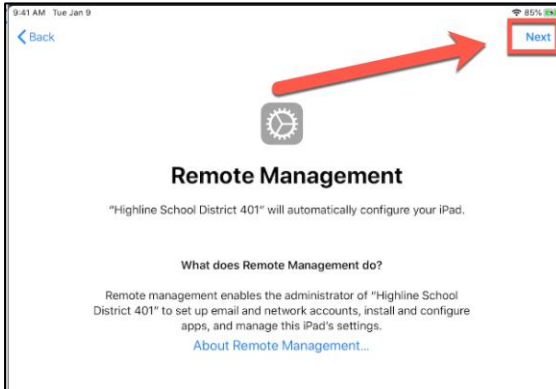
3. Select the language you would like you iPad to be in.
4. Select United States for your Country or Region



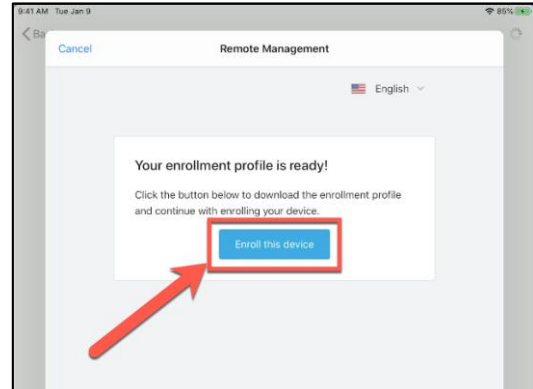
5. On the quick start screen select the option at the bottom to **“Set up Manually”**
6. Select you home or school Wi-Fi network. If the Wi-Fi requires a password a pop-up box will appear, enter the Wi-Fi password. This may take a minute to load.



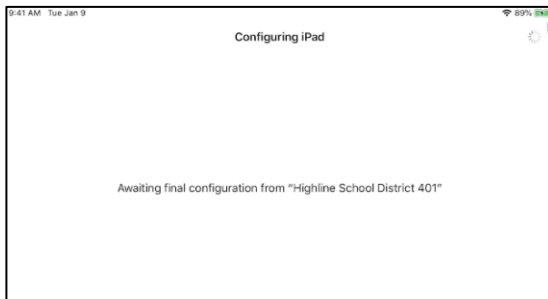
7. Click Next



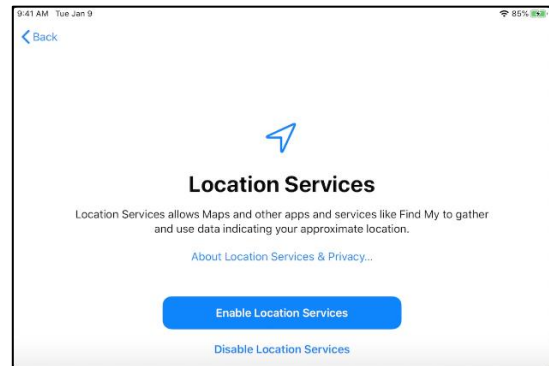
8. Click on "Enroll This Device"



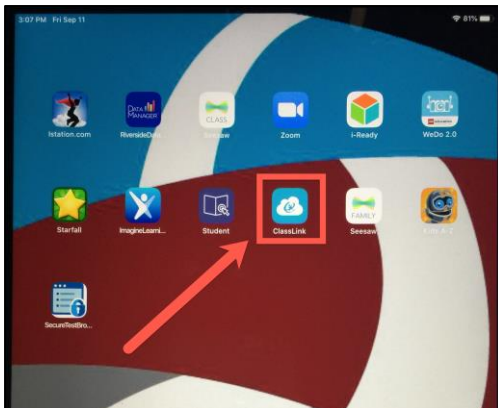
9. The iPad may take a few minutes to configure on this screen.



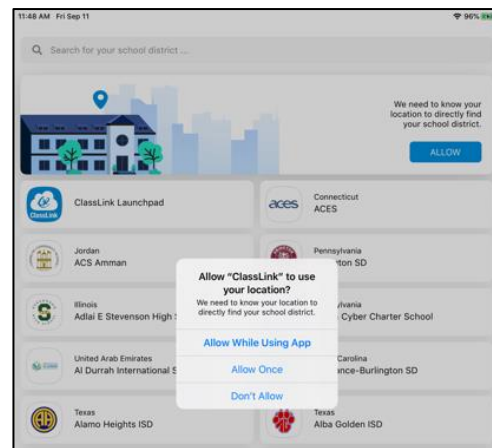
10. Click on Enable Location Services. This is not required, but we recommend enabling this feature for ease of use.



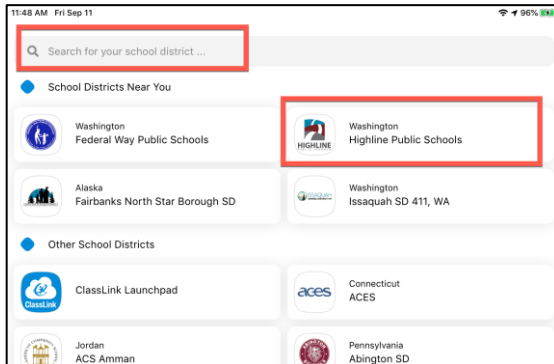
11. Once your iPad setup is complete it will default to the home screen. Most district apps are now within ClassLink. Click on the ClassLink icon to launch it.



12. The first time you launch ClassLink you may need to select our District. Allowing the location, will help you search faster.



13. If the location does not pull up Highline Public Schools, you can also search for it in the top search bar.



14. If you do not have your student's login information, please contact their teacher.

TECHNOLOGY RESOURCES FOR FAMILIES

1. Go To: <https://www.highlineschools.org/>



Tech Support

2. Click on the Tech Support icon

3. The Technology Support page is there to provide families with information on ClassLink, Digital Tools, Chromebook use & troubleshooting and more!



To access the family technology support page:

<https://www.highlineschools.org/departments/technology-services/technology-support>