Student Device Handbook
2025-2026

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Introduction:

This handbook is a guide for how to check out, repair, maintain, and collect student devices throughout the year.

Midland ISD mission: All students will graduate prepared and ready for college or career.

Device Overview:

Midland ISD implements the following models for student devices:
- PreK through Kindergarten: Apple iPad
- 1st Grade: HP touchscreen chromebook 11 inch screen, non-flip
- 2nd through 12th Grades: HP chromebook 11 inch screen, non-touch/non-flip

Students and staff are responsible for the care of the hardware that the campus has issued to them. Devices that are broken need to be returned to the campus for replacement and/or repair.
- Do not put food or drinks near any technology device.
- Close the lid when you are moving the device. Never carry it by holding onto the screen.
- Turn the device off completely when you are done with it and close the lid.
- DO NOT use Windex or any other harsh chemicals to clean the screen of any device. Use a wet fiber cloth or gentle rag to clean it.
- Devices need to be charged before school begins. Students need to treat it as homework or a textbook to ensure it's ready before class.
- Devices need to not have any writings or drawings on them.
- Do not place anything on the device that could put pressure on the screen.

The parent(s) or legal guardian of the student, and/or staff member will be held responsible to pay for any damages or loss of district-issued devices, according to the cost schedule (only items that apply). The cost schedule can be found at www.midlandisd.net/deviceprices. Prices may change throughout the year depending on part availability.

Acceptable Use Policy:

Please visit the following link to view the current Acceptable Use Policy for Midland ISD: https://www.midlandisd.net/aup

Highlights:
- Students and staff will not misuse devices to bypass or interfere with our network
- Only install and use software approved by the district
- There are consequences for students who violate this policy
- Steps to take care of the school-issued device

- Students and staff are responsible for paying for any damage, loss or stolen devices. The pay scale is listed as well.
    - Students who purchase insurance will not be charged as long as it follows the insurance guidelines
- Only MISD technicians are authorized to repair devices

User Accounts and Access:

All users have a computer log in as well as an email account. These accounts are only to be used for educational purposes.

Students will log in on their devices using their school email account.
Layout for student email addresses: stu. + first letter of first name + full last name(s) + last two digits of their ID number + @midlandisd.net
Example: stu.jsmith11@midlandisd.net for John Smith ID number 111111.

Students who attend a class that has desktop computers will login with the following information:
Username: ID number
Password: To reset your password, visit www.midlandisd.net/password

Students will also need to set up a six-digit two step verification code through Classlink.
Students need to visit https://launchpad.classlink.com/midland and login with their ID number for their username, password given to them or the one they changed it to, and then set up the pin after that. This is to protect their account from others attempting to log in.

Internet Safety and Digital Citizenship:

Ensuring all students are safe and responsible online is a top priority. Here's how our district addresses Internet Safety and Digital Citizenship:

For Elementary and Junior High: Students will access their digital citizenship lessons through Learning.com, logging in via their ClassLink account. Completing these lessons will generate a report demonstrating CIPA (Children's Internet Protection Act) compliance.

For High School: Students should visit www.midlandisd.net/digitalcitizenship and watch the video appropriate for their grade level.

Software and Applications:

Students are required to only use software that has been approved by the district. To view the software approval process, please visit this link: www.midlandisd.net/software_guidelines

To install software on student devices, the teacher needs to submit a Technology Help Desk work order. The technology department will then either deploy the software to the device, or whitelist it in the system so that the student can manually install the software.

Usage guidelines can be found on our Acceptable Use Policy at the following link: www.midlandisd.net/aup

Network Access:

Students are required to follow the Acceptable Use Policy and adhere to its requirements.

Student devices are automatically set to connect to the MISD WiFi, as there is a network SSID in place only for student devices. If a student device is not connecting to the network, the student needs to turn the device to a teacher and allow the teacher to turn in a Technology Help Desk work order.

A parent can also refuse their child to use technology during the enrollment process by selecting "I do NOT agree" to the Network Acceptable Use Policy and Device Contract. In this case, the student shall not receive a school-issued technology device, nor will have access to any MISD accounts. Technology and library staff will ensure that only those who selected "I agree" have access to digital resources. Library staff can access the report by clicking on this link and signing in with their computer credentials. It will only be accessible on the MISD network. If there are any issues, email techhelp@midlandisd.net to ask for access.

Parents or guardians can obtain a new Network Acceptable Use Policy and Device Contract form by contacting the campus.

Data Management and Storage:

Students need to use Google Drive as their primary cloud storage. Students can access their Google Drive by going to the following link (https://drive.google.com) or going to the waffle (nine-square icon) on the upper right when logged in on their Gmail account.

Google Drive is installed on all desktop and laptop computers. Students will be able to go to the G: drive and backup files to that location. It is encouraged for all students to keep all documents and files on their Google Drive to avoid loss of data on desktop and laptop computers.

All Google Drive accounts are subject to search if there is reasonable suspicion that a student has violated policy or law. The investigation will be reasonable and related to the suspected violation.

Technical Support:

Only Midland ISD technicians or approved staff/students are allowed to repair devices. If a student has a device that is damaged, lost or stolen, the student will report it to their teacher or librarian/media specialist. The staff member will then submit a Technology Help Desk work order to repair or report lost/stolen devices to the Technology department.

If students are experiencing issues with their devices, there are some common troubleshooting steps the student can do to fix several problems:
- Device is slow - turn the device completely off by shutting it down or pressing and holding the power button for 10 seconds. Turn the device back on and check again.
- Device will not power on - plug the device into power and leave it for at least one hour. Try turning the device back on after this. Ensure the power outlet has power and that the charger is plugged in completely.
- Device will not connect to WiFi - ensure the WiFi is turned on. If it is on but not connecting still, turn the device in to a teacher or librarian/media specialist to do a Technology Help Desk work order to have it put on the WiFi.
- Device is not updated - students and staff can update devices.
  - At the bottom right, select the time and then Settings .
  - At the bottom left, select About ChromeOS.
  - Under "Google ChromeOS," find which version of the Chrome operating system your device uses.
  - Select Check for updates.

- ○ If your device finds a software update, it will start to download automatically

Insurance:
Midland ISD provides device insurance to assist with students to avoid fines. During online enrollment parents will be provided information on how to purchase insurance.

Insurance guidelines:
- Insurance will cover two instances of any type of damage, as well as one instance of loss or stolen devices.
- Library staff will input a note that states the damage and that insurance has covered the instance.
- Students that surpass the two instances of damage and one instance of loss/stolen devices will be charged a fine and will be expected to pay for the entire fine(s).

To sign up for Device Insurance or for more information, please visit the following website: www.midlandisd.net/deviceinsurance

Fines:
Students are required to take care of their devices and avoid damage, loss or stolen property. Any damages, loss or stolen devices that are not covered by insurance will be the responsibility of the student and parent/guardian to pay the fine(s). Fines travel with the student in the event the student changes schools. The Acceptable Use Policy states consequences for students who do not pay the fines.

Parents can pay fines in-person at the campus, or they can utilize RevTrak to pay the fines:
- Visit https://midlandisd.revtrak.net
- Log in with the existing account or create a new account
- Choose the school on the top
- Choose the respective fine that needs to be paid
- Follow the instructions and checkout when done.

Library staff are required to put in fines in Destiny Resource Manager to document the fines as well as when fines are paid.

All money that is turned in will be documented in Destiny Resource Manager, then turned in to the campus secretary for deposit.

Device Distribution, Return and Repair

All campuses are required to check out devices to individual students using Destiny Resource Manager as the inventory program. Link to Acceptable Use Policy for 2025-2026 is www.midlandisd.net/aup

Distribution:
The district prefers that devices are checked out to students as soon as possible. There are two options that campuses have to checkout devices to all students:

Option 1: Before First Day of School
1. Muster/Dawg Days: Students would go to the library during enrollment and receive a device to be checked out, along with their ID badge.
2. Special Days (Meet the Teacher) where students can come up before school to pick up a device.

Option 2: First or Second Week of School
1. Librarian/Media Specialist would call each class to come to the library to have their device checked out.
2. Another option for secondary would be to have all English teachers bring their classes to the library, as all students are required to have this class.
3. In Destiny, the librarian manually types in student ID to pull up the student in the program.
4. Librarian/Media Specialist scans the barcode on the student ID badge, and then scans the barcode on the device. The librarian also gives a charger and a case to each student. Librarian will also pass out the ID badge to each student.
5. Librarian/Media Specialist or teacher gives a blank name tag card for students to fill out and place in the window of the case.
6. The student puts the case on, or the teacher helps put it on depending on age.
7. Each student will receive a device kit, which includes the device, case, and charger. Students are responsible for upkeep and turning in of all parts at the end of the school year.
8. The device will be checked out to the student for the entire school year through Destiny Resource Manager.
9. Students need to have the same device they had last school year to ensure accountability. It is encouraged that all devices are in the case and have the full name of the student on the outside of the case. Campuses can order business cards from the Print Shop with the school logo, and spaces for the name and grade to be filled out.
10. Each device will have a case that will protect it as they will be going home. The student will **NOT** remove the device from the case.

Collection:

Please follow this guide to properly receive and collect student devices. Campuses will be responsible for communicating the expectations for this process to families. All student devices will need to be collected.

Campus will collect from each student:

- Device (iPad or Chromebook)
- Complete charging cord with all components
- Protective carrying case

Campus Process for Student Device Collection Will Include:

- Designate an area of your campus for collected student device storage and notify your office staff of location.
- Campus collection of student devices will include:
  - Label Chromebooks/iPads with students' full name on the device case
    - The chromebook folio cases feature a dedicated slot for inserting a business card or paper to where it will be visible through a window.
  - Store/stack technology in the cases in a flat, dry, secure area and group similar items in groups of 10.
  - Separate devices by type – chromebooks & iPads should be stacked apart from one another.
  - Separate charging cables by type (Chromebook/iPad) & box; charging cables should not be tangled.
  - Devices need to be grouped alphabetically by last name to assist with distribution for the upcoming school year.
- Confirm the device receives charge from the charge cord returned by plugging in momentarily
- Do not use tape, zip ties, or tie knots in the cables. Mixing can cause damage to the cables.
- Check for broken screens, missing keys, torn cables, or any other visible damage and sort accordingly. If damage is found, assign the fine(s) to the student through Destiny.

ALL DEVICES MUST BE SCANNED INTO DESTINY

Campuses will be responsible for collecting fees for lost, stolen or damaged devices. All funds collected will need to be turned in to the campus secretary to then be deposited in the Technology Revenue fund. The link to the device fines can be found at www.midlandisd.net/deviceprices.

Device Repair:

During the school year, librarians and media specialists will submit Technology Help Desk work orders to start the process for a MISD technician to repair the device.

During the summer, librarians and media specialists will create two piles for the technicians to work on:
- Delete pile: this is for devices that will be deleted or expired. Library staff need to remove the device from Destiny Resource Manager beforehand.
- Repair pile: this is for devices that need any kind of repair. MISD technicians will visit every library throughout the summer and repair the devices to ensure they are ready for next school year.

Parent/Guardian Responsibilities:

Parents and guardians are encouraged to help teach their children to take care of their devices. Any damage, loss or stolen devices will result in fines being applied to the student and require payment unless covered by insurance.