Montgomery Independent School District

Student Device Guidelines



The policies, procedures, and information within this document apply to all Montgomery ISD-owned devices and accounts issued to and/or used by students according to the Responsible Use of Technology Guidelines.

Educators may set additional requirements for device use while students are in their learning environments.

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Introduction/Overview

Montgomery ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life, and citizenship. ***Thanks to the bond program approved by Montgomery voters in 2022, all Montgomery ISD students will have increased access to technology.***

The purpose of these guidelines is to clearly communicate student expectations and procedures for MISD devices. *Student use of Montgomery ISD devices falls under the guidelines of the District's Responsible Use Guidelines for Technology, which can be found at www.misd.org/parent_resources/student_handbooks*, as well as campus-specific guidelines and expectations.

Staff and students use technology resources to facilitate learning, the work environment, and promote communications. These guidelines ensure the proper use of Montgomery Independent School District's (the District's) technology resources (systems). All users have the responsibility to use technology resources in an efficient, effective, ethical and lawful manner.

The following guidelines, rules, and conditions apply to all users of District technology resources and services, wherever the users are located. Violations of this policy may result in disciplinary action, including possible suspension, and/or legal action.

The District has the right, but not the duty, to monitor any and all aspects of the District's technology resources, including e-mail, to ensure compliance with this policy.

The District's network, digital equipment and accounts given to students and employees are for educational purposes only. Users should not have an expectation of privacy in anything they create, view, send, or receive on District systems. Commercial use of District resources is strictly prohibited. The digital equipment, software, and system belong to the District and may be used for educational purposes only.

All users are governed by the following provisions, which apply to all use of technology resources and services. Technology resources and services include, but are not limited to, the following: cloud or hosted services, file servers, workstations, stand-alone

computers, laptops, tablets, software, telephones, email accounts, data and databases, and internal or external communication networks (Internet, commercial online services, and email systems) that are accessed directly or indirectly from the district's computer facilities.

These regulations may be amended or revised periodically as needs arise and are implemented pursuant to District policy (CQ Local).

While outlined here, Montgomery ISD Technology Services policies and procedures may be subject to change at any time based on circumstances, district and student needs, and the evolution of technology.

MISD Device Plan

To ensure all students have equitable access to digital learning resources and programs, Montgomery ISD is implementing a device roll-out plan with district managed and maintained devices, including Chromebooks, iPads, and laptops. Montgomery ISD believes in the importance of providing students with opportunities to acquire future-ready skills through interacting with multiple operating systems.

The chart below outlines the type of device(s) available and intended use:

	PreK	**K-1st**	**2nd-5th**	**6th-12th**
Type	iPads	iPads	Chromebooks	Chromebooks
Quantity	Minimum 10 iPads per classroom	1:1 - students have a specific ipad they use	1:1 - students have a specific device they use	1:1 - students have a device checked out to them
Device Plan	Devices stay at school. Available for check-out to take home.	Devices stay at school. Available for check-out to take home.	Devices stay at school. Available for check-out to take home.	Students take the device home and bring it back to school fully charged each day.

Grades 6-12 will be issued a device to use for the school year and are allowed to take the device home upon agreement to the policies herein, while grades PreK-5 primarily will leave the devices at school. All technologies provided by MISD are intended for educational purposes. All users are expected to use good judgment and to follow the specifics included in, but not limited to, this document.

Student Privacy & Internet Use

Access to the Internet, as well as school-issued accounts, are actively monitored through MISD's content filtering software. All applications, activity, and documents stored on any MISD issued-device are the property of Montgomery ISD and are subject to regular review and monitoring.

Educational records are protected by the Federal Family Educational Rights and Privacy Act (FERPA). Montgomery Independent School District values the privacy of its students and employees. Data is a valuable commodity, and MISD is committed to protect the privacy of data entrusted to them. You can learn more about Data Privacy at www.misd.org/departments/technology/data_privacy.

Digital Resources & Consent

In order for Montgomery ISD to provide students with the most effective online learning applications, the district must abide by the federal Children's Online Privacy Protection Act (COPPA), pertaining to the collection of student information. MISD utilizes web based educational resources and applications that are operated by third parties. These include, but are not limited to, Microsoft Education and Google Apps for Education which includes services such as an email address which allows access to MISD approved digital resources. In order for students to use the digital materials and other web-based resources, parental consent must be obtained for children under the age of 13. The Federal Trade Commission, which enforces COPPA, permits school districts to obtain consent on the behalf of its students, which eliminates the need for parental consent directly on the third-party websites. Guardians provide consent to MISD by signing the student handbook upon registration. You can view a list of educational resources and applications Montgomery ISD utilizes at www.misd.org/departments/technology/parent_resources

Receiving & Returning Your MISD Device

Students across all grade levels will have equitable access to technology. Each student must have a District device for testing, per state regulations. Students are expected to use the district issued device for instructional purposes while on campus or at home.

Elementary Campuses: Grades PK-5

Each First through Fifth grade classroom will have a class set of devices, stored in carts, for student use. Pre-Kindergarten and Kindergarten Classrooms will have a charging station with ten devices. Self-Contained Special Education classrooms will have a combination of devices to fit their classroom population. All devices in each classroom are numbered. Elementary students will be assigned a number and will use the same number device in each of their classrooms. Elementary students may check out a device for home use only when requested by the student's legal guardian and at the

discretion of the campus administration. If a device is issued for home use, the guardian is required to pick up and return the device and sign additional forms.

Secondary Campuses: Grades 6-12

Receiving Device: A Chromebook, charger, and carrying case will be distributed to secondary students at the beginning of the school year, or upon enrollment. Students will participate in a teacher-led technology training regarding their device, caring for their device, and expectations and procedures, prior to receiving their MISD device. Upon receiving their device, students must inspect the device and accessories issued and note all damages and cosmetic blemishes on the Device Receipt of Acceptance form. A schedule will be communicated to guardians and students on when devices will be issued. Each campus has their own plan for how and when devices will be issued.

Device Checks: Students may be subject to device inspections during campus-designated or random device checks throughout the school year. Device checks allow IT staff to identify common issues and ensure that damages are repaired in a timely manner to minimize instructional interruption. During a device check, students physically show a campus staff member their device and accessories for review of physical condition of all items and to verify all items are working as expected.

Returning Device: At the end of the school year secondary students will return their laptop, charger, and carrying case for maintenance. MISD will work diligently to issue students their original laptop and carrying case each year. Any student who no longer attends MISD will be required to return their device, charger, and carrying case when they unenroll. If the device, charger, and carrying case is not returned, the guardian will be held responsible for payment in full. If payment is not received, the device will be reported as stolen property to the proper authorities. As per Texas Education Code section 31.10b(d), a school district may withhold records of students when technological equipment is not returned in acceptable condition or paid for by the student.

Failure to Return Device: District/Campuses can withhold a report card or refuse to transmit/send academic records like transcripts until the materials or device is returned in working condition or paid for if replacement is necessary (per handbook). However, a graduating student cannot be prevented from graduating, participating in the graduation ceremony, or receiving their diploma even if they do not return those materials. Additionally, while a report card can be withheld, it cannot be withheld indefinitely and parents still have the right to receive a report of their child's grades during a grading period or after the school year (TEC Sec 28.022).

Accidental Damage Protection: *Recommended, but not required; Non-refundable* ***(6th - 12th Grade Only)***

Parents and guardians may choose to purchase the *Accidental Damage Protection, commonly referred to as ADP*, to provide coverage for most types of accidental damage

to the device. ***The cost of ADP for each secondary student is $25.00 annually and is non-refundable.*** This fee will cover the first incident of accidental damage.

If Accidental Damage Protection is not purchased and a break occurs, the student's MySchoolBucks will be invoiced for the full amount of the repair. ***ADP can not be purchased after the break has occurred.*** Please contact your campus administration for additional details concerning fee waivers and/or reductions.

ADP Payment

Accidental Damage Protection payment is accepted via cash or through MySchoolBucks. If paying through MySchoolBucks, a processing fee will be added at check-out. If paying with cash, it is a flat $25.00 fee and can be paid at the student's campus, in the financial office. Please contact your campus administration for information regarding when and where cash payments can be made.

ADP Coverage

Accidental Damage Protection coverage begins on the first day of payment and ends on the last day of the school calendar year. Please note that the annual ADP payment is non-refundable. The fee will not be prorated for students joining Montgomery ISD after the first day of school. If a student withdraws from MISD and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with any claims made prior to withdrawal. If a student moves from one school to another, their ADP will transfer.

ADP payment is due by October 1st of the calendar year. New to MISD students have 20 school days from the date of enrollment to pay the optional ADP.

The first claim of accidental damage will be free with the deductible increasing by $25.00 each time a claim is made within the current school year.

Annual ADP Fee	Claim #1	Claim #2	Claim #3
$25.00	Covered by ADP	$50.00	$75.00

The ADP does not cover malicious acts, intentional damage, or negligence. Negligence is defined as a failure to take proper care of the device, including, but not limited to, leaving the device unattended or unsecure. A lost or damaged student device that is either intentional or the result of gross negligence, including loss or damage resulting from a failure to comply with this Student Device Handbook, Montgomery ISD Student Code of Conduct, Campus Handbooks, Acceptable Use Policy, and all related MISD

policies, will not be covered by the ADP. Please see below for a list of coverage inclusions and exclusions.

Coverage Inclusions/Damage Covered by ADP

Accidental damage: Covers damages that impair the performance or operation of the device caused by non-intentional liquid spills in or on the unit, drops, falls, collisions, and any other unintentional event.

Theft: Covers loss due to theft. In the event of theft, a police report must be filed with campus administration within 3 business days.

Fire: Covers loss or damages caused by fire. In the event of a fire, the claim must contain an official fire report from authorities.

Electrical: Covers damages caused by electrical surges.

Natural Disaster: Covers loss or damages in the event of a natural disaster.

Coverage Exclusions/Damage not covered by ADP

Dishonest, Fraudulent, Intentional, or Criminal Acts: Coverage is not provided if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent, or criminal act.

Protected Case Removal: Coverage is subject to investigation if the MISD device is damaged while not in the district provided carrying case.

Unapproved Use: Damage caused by use of or installation of unapproved applications, unapproved software, alteration or modification of product in any way, and unapproved accessories which alter the manufacturer's warranty.

Abuse and Negligent damage: Damage caused by abuse, misuse, neglect, or improper usage of the device outside the permitted or intended use described in the Student Device Policy Handbook.

Loss: Loss of a district-provided device is considered negligence and is not covered.

Charger: ADP does not cover the charging cable or charging adapter. ***There will be a $40 fee for each replacement.*** Replacement chargers must be purchased from Montgomery ISD. Chargers purchased from other sources will not be accepted.

Case: ADP does not cover the loss or damage of MISD-issued laptop case. ***There will be a $25 Fee for each replacement.*** Replacement carrying cases must be purchased from Montgomery ISD. Carrying cases purchased from other sources will not be accepted.

Biohazard: Damage as a result of exposure to hazardous materials (blood, urine, vomit; human or animal)

Unauthorized User: Damage caused by anyone who is not a representative of MISD or by loaning the laptop or charger to another student.

Opting Out of the Accidental Damage Protection Fee

All secondary students will be invoiced a $25.00 ADP fee within MySchoolBucks, but it is optional - guardians are not required to pay.

Repairing or Replacing Your Device *(6th - 12th Grade Only)*

Each secondary student will be provided with a school-issued device for instructional use. If purchased, the ADP will cover the first incident of accidental damage, as well as stolen devices, with a police report. The student and guardian(s) will be held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning the assigned district device.

Chromebook & Components	
Chromebook replacement	$325.00
Chromebook Repair	$25.00 - $150.00+
Power Cord Replacement	$40.00
Protective Case Replacement	$25.00
Defacing Device	$25.00
iPad & Components	
iPad Replacement	$380.00
iPad Repair	$25.00 - $150.00+
Charging Brick and Cable Replacement	$40.00

Protective Case Replacement	$65.00

Reporting Damage, Loss, Theft

Timely reporting of damage, loss, or theft of any Montgomery ISD device or accessories is required so that appropriate follow-up action can be taken for any applicable ADP coverage of devices and investigation, if necessary. ***Only Montgomery ISD Technology Services is permitted to provide service to a MISD device or accessory. No outside computer services may be used for any type of repairs or maintenance, and will be considered as gross negligence, which will void the ADP coverage.***

Students have 5 school days after an incident, or discovery of an incident, to bring their damaged device to their school's *designated device drop-off area* where they will fill out a form detailing the issue(s) and provide additional information.

- ***MISD High School Campuses:*** The designated device drop-off location will be communicated to guardians and students. Please contact campus administration for additional information.
- ***MISD Junior High School Campuses:*** The designated device drop-off location will be the campus Library. Please contact campus administration for additional information.

Failure to promptly report damage, loss, or theft (including, when applicable, filing a report with the appropriate authorities and providing a case number to MISD) impairs Montgomery ISD's ability to take responsive action and seek available remedies for lost, stolen or damaged devices. Such failure will be considered gross negligence, which will void any applicable ADP coverage.

Procedure for Technical Difficulties

Montgomery ISD devices are fully functional when issued to students for learning. However, devices sometimes malfunction and must be inspected and repaired by MISD technicians. If technical difficulties occur, the MISD-issued device may require technology staff to wipe its local data. Wiping all local data will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or cloud-based service such as OneDrive or Google Drive should still be intact after the operating system is restored. ***However, all other data (music, photos, documents) stored on internal memory, that has NOT been synced or saved, will not be restored.*** MISD is not responsible for any software or documents deleted due to a reformat and/or re-image.

Contesting Charges

Damaged items are available for a parent to review for seven days after return to the district. After that review period has ended, the damaged items will be repaired, destroyed, or disposed of as Montgomery ISD deems appropriate, and there will not be an avenue for the parent to contest the damage(s). All damaged student devices and other accessories will remain the property of Montgomery ISD.

Loaner Devices

Loaner devices may be issued to students whose device is being repaired, missing, or left at home. ***Only a limited number of loaner devices are available, so receiving a loaner is not guaranteed.*** Students who receive a loaner device for use during the school day are responsible for adhering to the policies as outlined in this document, including modification, use, and damage/replacement policies.

Each secondary campus has their own procedure for students who require a loaner device. Please contact your school administration for additional information.

Accidental Damage Fee - ADF *(PK - 5th grade only)*

We understand our younger students may be prone to more accidental breaks than older students. Due to this, elementary students will not be issued a device to take home, and instead will have devices in the classroom for daily use. When breaks do occur, PK - 5th grade students who exceed more than two breaks in a year will be charged an Accidental Damage Fee for repairing the device in increasing increments of $25.00. Devices reported to be intentionally damaged will automatically be charged the fair-market value of the device.

ADF Payment

If a student has been charged with an Accidental Damage Fee, payment is accepted via cash or through MySchoolBucks. If paying through MySchoolBucks, a processing fee will be added at check-out. If paying with cash, it is a flat $25.00 fee and can be paid at the student's campus, in the financial office. Please contact your campus administration for information regarding when and where cash payments can be made.

Accidental Damage Fees Breakdown for Elementary

The first two claims of accidental damage will be free for students PK- 5th grade increasing by $25.00 each time a claim is made within the current school year.

Claim #1	Claim #2	Claim #3	Claim #4	Claim #5	Claim #6

Free	Free	$25.00	$50.00	$75.00	Full cost of device

Student Responsibilities for Use and Care of MISD Devices

The use of MISD-issued devices and accounts as a technology resource is a privilege, not a right. This section is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of digital resources. Any violations may result in privileges being terminated, access denied, or disciplinary action.

Students have specific responsibilities when using their Montgomery ISD-issued student device including, but not limited to, the following:

- At all times, students are responsible for their assigned MISD student device and accessories, whether at school or at home.
- If technical issues arise, students must take the device to the designated location as soon as possible.
- Never attempt to repair or reconfigure the device.
- Food or drink is not recommended near the device.
- Students should never carry their MISD-issued device with the screen open.
- Do not expose the device to extreme temperatures or direct sunlight for long periods of time. Extreme heat or cold may cause damage to the device.
- Do not visit inappropriate websites or engage in dangerous or illegal online activities.
- Do not use an MISD device to communicate with others outside of the MISD organization.
- Do not access other student's accounts, files, or passwords.
- Do not use the device for the purpose of cheating.
- Do not modify the device or accessories.

Failure to comply with these guidelines will be treated as failure to comply with the District's Acceptable Use Policy and will be dealt with as specified in the District's discipline code.

Using Your Device At School

The device is intended for educational use at school each day. Secondary students are responsible for bringing their device to all classes, unless specifically advised otherwise.

Printing: Printing functionality will be available for secondary students on a limited basis at school and subject to classroom requirements. Please contact your campus librarian for additional information.

Storage & Charging: Students are responsible for ensuring that their device is secure at all times. Devices should not be left unattended or in an unsupervised area. Secure charging lockers are available on a first come, first serve basis, for students to safely store and charge their device while they are at lunch or in a class that does not require a device or does not allow the student to consistently monitor their device, such as band, athletics, or other extracurriculars. Devices, cases, or chargers found unsupervised should be turned into the library. If a device needs to be charged mid-day, students may ask their teacher for permission to charge during class or use the secure charging locker located throughout the secondary campuses.

Internet: Montgomery ISD configures district-owned and managed devices for automatic connection to the MISD secure network. There is limited guest network access. All virtual activity is monitored by Montgomery ISD administrators. Students may not bring in mobile internet hotspots or set up their own network while in Montgomery ISD facilities.

Using Your Device At Home

Secondary students will take their device home to connect students with learning resources outside the classroom. Students will bring their MISD issued device back to school the following day charged and ready for learning.

Printing: Student devices will not support a physical printer connection. Instead students may print wirelessly through bluetooth or a cloud printing service.

Storage & Charging: While charging the device overnight, the student should take the device out of the carrying case and ensure the device is powered off. Charge the device in a dry cool spot that is out of the way of animals or small children.

Internet: Student devices can connect to non-MISD networks when not in Montgomery ISD facilities, such as home wireless networks. MISD is not responsible for providing internet access outside of Montgomery ISD facilities, however, for areas with limited or no internet access, students can work on offline files and documents. Please visit with your campus librarian for more information.

Charging Your Device

Students are responsible for bringing their MISD issued device fully charged to school every day. Device carrying cases have a front pocket for storing the power cable.

- Do not leave a power cord plugged into the device while in a backpack, purse, or other similar bag. This can cause damage to the device and charger, and poses a safety hazard.
- Do not obstruct the device vents.
- Do not place the device on paper or surfaces covered in carpet, fabrics, or flammable materials while it is turned on or charging.

Carrying Your Device

Secondary students are issued a protective carrying case with their device. The protective carrying case will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry their device in the Montgomery ISD provided protective padded case. Damages occurring when a student device is transported outside the Montgomery ISD case will be considered an act of gross negligence and will not be covered by Accidental Loss/Damage Protection.

Screen Care

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to excessive pressure on the screen.

- Do not lean on top of the device or place anything near the device that could put pressure on the screen
- Do not place anything on the keyboard before closing the lid, such as pens, pencils, notebooks
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device.

Personalization

Devices and carrying cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Montgomery ISD. Spot checks for compliance may be performed by administration or MISD technicians. Students may acquire a fee of $25.00 for defacing school property. Devices and carrying cases will be labeled in the manner specified by the school. Under no circumstances are students allowed to modify, remove, or destroy identification labels.

- *Wallpaper, account profiles and other potentially damaging decor*
    - Any images set as the wallpaper must adhere to the Acceptable Use of Technology Resources Policy. Inappropriate media used as wallpaper or account profiles, including images of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action.

Digital Media, Photos, Audio & Video

Students should only use their MISD-issued device and accounts for educational purposes as instructed by a teacher or staff member. ***The use of mobile devices or MISD issued devices capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.***

Microphone: Each student device is equipped with a microphone. The microphone should only be used with teacher permission and for school purposes.

Audio: Earphones are a necessary part of technology use to help minimize distractions and are currently listed on most school supply lists. Earbuds are also considered acceptable. While on campus, students should have sound muted, unless permission is obtained from a staff member for instructional purposes. Please contact your campus administration with questions.

Webcam: Each student device is equipped with a webcam. The webcam should only be used with teacher permission and for school purposes. Students shall not engage in the following inappropriate or unsafe activities including, but not limited to:

- Take photos or record videos, unless directed by a teacher or staff member for instructional purposes
- Take, share, or post inappropriate photos or videos
- Manipulate photos or videos for non-educational purposes or to harass or embarrass others
- Violate copyright laws by duplication, modification, and/or distribution of copyrighted materials and media.

Inappropriate Content: All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs or gang-related symbols
- Obscene language
- Pornographic material or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior
- Illegal activities
- Guns or weapons

Important Note: MISD retains the rights to any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to record or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with MISD School Board Policy. MISD may choose to hold a user liable for any damage to MISD's reputation or systems as a result of a user's misuse of MISD-issued accounts, devices, or/and Internet.

Vandalism

Any malicious attempt to harm or destroy MISD equipment or materials, data of another user on the district's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of district policy and administrative

regulations and possible criminal activity under applicable state and federal laws—this includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized technical work on district equipment will be considered vandalism.

Digital Citizenship

The Texas Education Code (section 28.002) dictates that "*the State Board of Education by rule shall require each school district to incorporate instruction in digital citizenship into the district's curriculum, including information regarding the potential criminal consequences of cyberbullying*." Montgomery ISD provides students with instruction regarding digital citizenship and internet safety each year during the month of October. For more information about digital citizenship and how to keep your student safe, please visit www.commonsensemedia.org.

Email for Students' Purpose: All MISD students are issued an internal email account. Email allows students to safely and effectively communicate and collaborate with MISD staff and classmates. The effective use of email allows students to develop real-world communication skills and meets the National Educational Technology Standards.

- ***Guidelines and Reminders for Email***
  - Email should be used for educational purposes only.
  - Email transmissions may be monitored by the Technology Department at any time to ensure appropriate use.
  - All email and its contents are the property of the district.
  - Email should only be used by the authorized owner of the account.
  - Students need to protect their passwords.
- ***Unacceptable Email Use Examples***
  - Non-education related forwards (e.g. jokes, chain letters, images, etc.)
  - Harassment, profanity, obscenity, racist terms
  - Cyber-bullying, hate mail, discriminatory remarks
  - Email for individual profit or gain, advertisement, political activities, or illegal activities

The district and campus administration reserves the right to suspend email use for violations of the student code of conduct.

Social/Collaborative Content: Recognizing the benefits collaboration brings to education, Montgomery ISD may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored.

Personal Safety: Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the internet. Messages, comments, images, or anything else online that raise concern for a

student's personal safety should be brought to the attention of an adult (teacher or staff while at school; parent while at home) immediately.

Device Ownership and Functional Configuration

Student devices are the property of Montgomery ISD and are provided to students for instructional purposes only. School officials may take possession of and inspect a device at any time, enlisting the assistance of technical staff on campus or within the district's Technology Services department as needed. Should inappropriate materials or content be discovered on the device or through digital connections made on the device, the device may be retained by school or district staff and other appropriate action may be taken.

MISD Issued Student Accounts

Montgomery ISD students are issued a MISD account which they use to sign into MISD owned and managed devices, Google for Education, Microsoft 365, and Classlink. Additionally, students are provided accounts for digital and online resources as part of their curriculum, such as online textbooks, supplemental resources, assessments, applications, software, and programs. Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS).

Students are responsible for using only their assigned MISD digital accounts and are held accountable for the following, but not limited to:

- Students should not share their Montgomery ISD password with other individuals.
- Students should not log into personal Google, Microsoft, or other similar digital accounts while using MISD-owned devices.
- Students should never add a credit card or set up any financial transaction app (such as Google Wallet, Venmo, etc.) to make purchases of any kind, including music, videos, games, or unapproved apps/extensions.

Montgomery ISD-issued accounts, internet, and devices are MISD property and are not private. *Users do not have a personal privacy right to any material created, stored, received or sent in or through MISD issued accounts, devices, and/or Internet. By using MISD issued accounts, devices and/or Internet, all users knowingly and voluntarily consent of their usage of these systems being monitored and acknowledge and agree to MISD's right to conduct such monitoring, including activities on a MISD-owned device logged in with a personal account. MISD, in its sole discretion, reserves the right to access, monitor, copy, transcribe, forward, download, capture, and/or disclose all communications sent via any MISD issued accounts, devices, and/or Internet at any time, with or without prior notice.* Violations of MISD's procedures on use of its accounts, devices, and/or Internet may result in disciplinary action up to and including expulsion.

Monitoring & Filtering

Montgomery ISD is required by law to utilize certain technology protection measures to promote internet safety, including monitoring and filtering online activities using technology devices and/or accounts. Actions taken or materials accessed on any MISD-owned device, network, or electronic communication device are monitored and filtered by Montgomery ISD Technology Services to ensure Children's Internet Protection Act (CIPA) compliance.

- While at home, Internet content will continue to be filtered while students are logged in to their MISD student devices and/or accounts.
- No filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child's access to the Internet when the student is at home.
- Unauthorized use of VPNs(extends a private network across a public network, and enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network) or proxy servers to bypass MISD's content filter is prohibited. Use of a VPN may result in disciplinary action.

Students should have no expectation of privacy in any information stored on, accessed from, or used within district technology resources. Appropriate district and school officials may monitor district technology resources, including by remote activation, and access its contents in accordance with district policies, procedures and applicable law.

Montgomery ISD reserves the right to restrict access to any materials that are inappropriate to students and/or illegal materials. MISD also reserves the right to restrict access to and/or filter any type of direct communications (including electronic messaging and chat rooms) that are outside of the MISD Communication and Information Systems and/or Internet.

Guardians and students should be aware that certain activities are monitored and filtered when students are logged in to the Chrome browser through a Montgomery ISD Google account, regardless of the device used to log in. ***If a student logs in to their Montgomery ISD Google account on a personal device (e.g., a personal computer at home, cell phone, etc.), he or she must log out of the MISD Google account when it is no longer in use. Failure to do so could result in unintentional monitoring and filtering of activities on the personal device for non-school purposes by the student or other individuals.***

Software

Students are not permitted to install additional software on any Montgomery ISD owned device, other than what has been approved and provided in the Software Center by MISD Technology Services.

Students should not download unauthorized files, applications, extensions, or software. Any student who adds unauthorized items to their Montgomery ISD device will be required to return the device and the district may place certain restrictions on the student's use of or access to district technology resources.

Virus Protection

Chromebooks: Virus protection is unnecessary on the Chromebook due to the unique nature of its design, and its inability to install third-party applications.

iPads/Laptops: MISD Technology Services installs anti-virus software on all MISD owned and installed desktop workstations, laptops, and servers. Technology Services will take appropriate action to contain, remove, and assist in recovery from virus infections.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a MISD device you are using might be infected with a virus, please alert the administration. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Limitation of Liability

Montgomery ISD will not be responsible for damage or harm to persons, files, data, or hardware. While MISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. MISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network. Users are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of school resources may result in disciplinary action.

Possession of Personal Electronic and/or Telecommunications Devices at School

In this section of the Student Handbook, a personal electronic or telecommunication device ("personal device") includes, but is not limited to, mobile/cellular phones, smart watches, radios, CD players, iPods, MP3 players, video/audio recorders, portable video games, DVD players, electronic readers, cameras, Google Glass, etc. The term does not include personal laptops, notebook computers, or tablet computers [See ***Bring Your Own Technology for Instructional Use below***].

If a student brings a personal device to school, it is the student's responsibility to keep the item secure. The school will not be responsible for personal devices that are

damaged, lost or stolen; however, as with other personal property brought to school, administrators will conduct investigations as time permits to recover lost/stolen items or to determine the person(s) responsible for damages, and will assess discipline as appropriate.

Use of Personal Electronic and/or Telecommunications Devices at School

In all grades, wearable technology (such as smartwatches or fitness monitors) can be worn at school and remain powered on, but students must follow the below rules for access, use, and non-disruption.

In grades PK-5, students are not permitted to display, turn on, or use a personal device, during the instructional day. For grades PK-5, the instructional day is the time from the morning tardy bell to the daily dismissal bell, including lunch, recess, passing periods, and all activities conducted during the instructional day (field trips, assemblies, etc.).

In grades PK-5, if a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office. Confiscated telecommunications devices that are not retrieved by the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In grades 6-12, students are not permitted to display, turn on, or use a personal device, during instructional class periods. For grades 6-12, an instructional class period is the time from the tardy bell to the dismissal bell for a class period, and does not include lunch, passing periods, and off periods. With specific teacher permission, students can access personal devices to listen to music during independent study or self-paced time. When appropriate for instructional use a department can allow the use of a personal device to supplement the learning, as published in the course syllabus. Electronic devices are strictly for personal use and should not be audible to others. The student's ability to hear and/or comply with verbal direction should never be impaired. Earbud use (1 only) is acceptable, but headphones that cover the ears are prohibited.

In grades 6-12, The unapproved or inappropriate use of electronic devices will result in confiscation, and disciplinary consequences for each violation of this policy. School Administrators are not required to obtain a warrant before searching a student's cell phone when they have "reasonable belief" a violation has occurred.

In all grades, when not authorized, personal devices (other than wearable technology) should be stored in backpacks or lockers and turned off or silenced. A student leaving the building to use an electronic device is strictly prohibited.

In all grades, a student is authorized to use a personal device if the student's Individual Health Plan, Section 504 Plan or Individualized Education Plan specifies a required academic or health use or applicable accommodation.

In all grades, in the event of a personal or family emergency, a student needing to use or access a personal device may work with campus administration on an appropriate exception to these rules.

Prohibited Activities and Uses of Personal Electronic and/or Telecommunications Devices

Unacceptable and inappropriate uses of technology resources are detailed in the Student Code of Conduct and the District's Responsible Use Guidelines, including:

Violation of the personal device rules during the administration of any state or major course assessment may result in an invalid assessment and/or will be regarded as cheating.

Taking pictures or otherwise capturing images is strictly prohibited in locker rooms, restroom areas, or other areas of student privacy, while at school or at a school-related or school-sponsored event.

Personal devices that negatively impact the District's computing environment or network may be shut down or blocked to prevent disruption of service to others. Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct.

Any telecommunication or electronic device is prohibited if used to cheat, audio/video record, or photograph another student or staff member without that person's permission, or when the use creates a disruption.

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the "Before You Text" Sexting Prevention Course, a state-developed program that addresses the consequences of sexting.

Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

Academic Integrity

Montgomery ISD believes maintaining academic integrity is essential for the development of ethical behavior and the pursuit of knowledge. Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.

Academic Integrity and Artificial Intelligence (large language models)

The use of Artificial Intelligence (large Language models) tools in the classroom is at the sole discretion of the instructor in the classroom and requires the initiator to contribute original thought. AI (LLM) can be a potent tool in your learning journey. It can offer personalized learning materials, help you understand complex topics, and give you access to a wealth of knowledge. It can facilitate studying and make learning more interactive and engaging. However, while using AI, it's essential to ensure that your actions remain within the framework of academic integrity.

Plagiarism

Plagiarism is claiming to be the original author of language or ideas copied from another author, creator, or composer. This behavior is not acceptable for Montgomery ISD students.

- AI (LLM) can assist in finding information and explaining concepts, which is very much like a tutor assisting you. However, you should never use AI (LLM) to complete your assignments, tests, or any form of graded work entirely on your behalf. This would be equivalent to cheating. While using AI (LLM) you should begin with your own original thought.
- Students must understand that submitting someone else's work as their own is strictly prohibited. Plagiarism includes copying text, ideas, utilizing Artificial Intelligence (LLM) tools, or multimedia content without proper attribution. AI (LLM) should always be cited whether it's used to synthesize original work or provide ideas, concepts, or content for your work.
- Students **must** acknowledge all sources used in their academic work through appropriate citations, references, and acknowledgements.
- Use of AI (LLM) tools on assessments, major grades, and assignments is only permitted by the instructor. If permitted, students should be transparent about using AI (LLM) tools and clearly differentiate their own work versus AI generated elements to maintain academic honesty and integrity.

Collaboration

Collaboration is encouraged, but students must respect the boundaries set by their teachers, school policy, and district policy. Sharing of work intended to be completed independently is not allowed.

Students must always give credit to their collaborators when working on group assignments or projects, even if the collaborator is virtual, i.e. an Artificial Intelligence (Large Language Model) tool.

Responsible Use of Artificial Intelligence

- As long as it aligns with the educational objectives and students have been given permission, students are permitted to use AI as a tool to enhance learning, research, and problem-solving. Students should be transparent about using AI tools and clearly differentiate their own work versus AI generated elements to maintain academic honesty and integrity.
- Students must ensure that any work submitted from the use of AI tools accurately reflects their own ideas, efforts, and understanding of the subject matter. Plagiarism or manipulating AI generated content without proper citation is prohibited.
- Sharing their or other's personally identifiable information, such as login information, name, or student ID number, when using AI tools is prohibited. Students should also be mindful of sharing their personal information outside of the school environment while using AI tools.
- AI systems can reflect biases present in the data and students should critically evaluate AI-generated results for potential bias and actively seek diverse perspectives or sources of information to avoid perpetuating those biases.
- While AI can be very helpful, it's not infallible and shouldn't be wholly relied upon for accuracy. Always cross-verify information from multiple sources and don't hesitate to ask your teachers if you're unsure about something.

Consequences for Misuse of AI

- The misuse of AI, such as using it to cheat on tests, plagiarize work, or misrepresent one's understanding, will be treated as a serious violation of our school's academic integrity policy. Consequences can range from grade penalties, failing the course, or even suspension or expulsion. See the MISD Student Code of Conduct, Secondary Grading and Reporting Handbook, and the Student Handbook for more information.
- In cases of unintentional misuse, a school administrator will help to determine an educational intervention which can be implemented to help students understand and correct their behavior.

Montgomery ISD will periodically review and update the Academic Integrity and Artificial Intelligence Use Guidelines as needed to ensure its effectiveness and relevance in an evolving educational landscape and to align with legal and ethical considerations.

MISD 1:1 Frequently Asked Questions

Montgomery ISD students have used district-owned devices in their classrooms for the past several years for school work, assessments, and more. Most classrooms did not have a full classroom set of devices, meaning not every student could be on a device at the same time. Thanks to the 2022 Bond, we are now able to close the digital gap and provide an increased technology environment for all students.

To help ease the transition to 1:1, we have answered frequently asked questions for you below. Additional information can be found in the Student Device Policy Handbook, located on the district technology website or at: bit.ly/MISDtechpolicy

Do I have to pay the $25.00 fee?

No, the Accidental Damage Protection (ADP) fee is optional. The $25.00 ADP is an insurance fee which covers the first break and protects you from paying the full repair costs. Similar to home or auto insurance, it is not refundable and if not used will go towards yearly maintenance for the devices. This is a common practice across all school districts. If the ADP is not purchased and a student breaks or damages their device, then the student will be invoiced for the full amount of repairs on MySchoolBucks. The ADP cannot be purchased after a break occurs. - *Handbook Page 8*

Does my elementary student have a $25.00 fee?

No, *the Accidental Damage Protection (ADP) fee is an optional insurance protection fee for secondary students only.*

Why can't my child bring their personal laptop to use at school?

The State of Texas Education Agency (TEA) has recently mandated online testing and has outlined system requirements that devices must meet for testing. Issuing MISD devices will ensure all students have a device that meets these requirements.

Additionally, Montgomery ISD cannot monitor or manage a personal device, meaning we cannot know what a student may have downloaded that could be harmful to the district's network while not on the MISD monitored network. In order to keep all our students safe from potential harm, students are required to use MISD issued devices in the class setting which are monitored and managed by MISD staff to limit unwanted exposure and provide a safe learning environment. - handbook pg 18

What if I don't want my child to take the device home?

If you do not want your child to take the device home each night you can alert your campus administration team who can assist. However, we encourage students to take their devices home for homework purposes. Devices taken home will continue to be monitored for appropriate content, self-harm, and cyberbullying. Additionally, parents can use Bark to monitor their student's school-issued device for free. Parents can add the extension to their student's Chrome Browser and sign up with the app. Additional information will be shared after device distribution. - *Handbook pg 18-19*

Is this something the students will use all day?

Montgomery ISD's focus for increased technology is to provide access for all to meet the needs of every student. Technology is not a replacement for in-person instruction or in-person collaboration. It is a supplement to instruction to provide access to robust digital tools and applications to show mastery of content however an educator sees fit. It is our goal to equip MISD students with the skills and tools they will need to be successful in their future endeavors, whether that be college or the workforce. Technology is constantly advancing and giving rise to new jobs, industries, and fields.

What is the process of getting a broken device repaired?

Each campus has a designated repair drop off location in the library and process for checking out or utilizing a loaned device. For more information please reach out to your campus' administration. Students can also fill out the online help form at go.misd.org/helpme - *Handbook page 11*

What are the costs associated with replacement of technology devices and components?

If purchased, the ADP will cover the first claim for secondary students. If the ADP has not been purchased, then the full amount of repairs will be invoiced to the student's account on MySchoolBucks. - *Handbook pg 10*

What happens if my student forgets their device?

There will be a limited number of loaner laptops available on each campus. Please visit with the campus administration to find the location of where loaner laptops can be issued. -*Handbook Page 11*

We don't have internet access at home, how will my student complete assignments?

Student devices can connect to non-MISD networks when not in Montgomery ISD facilities, such as home wireless networks. MISD is not responsible for providing internet access outside of Montgomery ISD facilities, however, for areas with limited or no

internet access, students can work on offline files and documents. Please visit with your campus librarian for more information. - *Handbook pg 14*

What if another student damages my student's device?

Timely reporting of damage or theft of any Montgomery ISD device or accessories is required so that appropriate follow-up action can be taken. Students have 5 school days after an incident, or discovery of an incident, to bring their damaged device to their school's *designated device drop-off area* where they will fill out a form detailing the issue(s) and provide additional information to be used if an investigation is required. - *Handbook pg 11*

Can I pay for someone else to repair the device instead of using the ADP?

Only Montgomery ISD Technology Services is permitted to provide service to a MISD device or accessory. No outside computer services may be used for any type of repairs or maintenance, and may be considered as gross negligence, which will void the ADP coverage. - *Handbook pg 11*

If I don't return my device, can I still graduate?

District/Campuses can withhold a report card or refuse to transmit/send academic records like transcripts until the materials or device is returned in working condition or paid for if replacement is necessary (per handbook). However, a graduating student cannot be prevented from graduating, participating in the graduation ceremony, or receiving their diploma even if they do not return those materials. Additionally, while a report card can be withheld, it cannot be withheld indefinitely and parents still have the right to receive a report of their child's grades during a grading period or after the school year (TEC Sec 28.022).

MISD Device Plan

To ensure all students have equitable access to digital learning resources and programs, Montgomery ISD is implementing a device roll-out plan with district managed and maintained devices, including Chromebooks, iPads, and laptops. Montgomery ISD believes in the importance of providing students with opportunities to acquire future-ready skills through interacting with multiple operating systems.

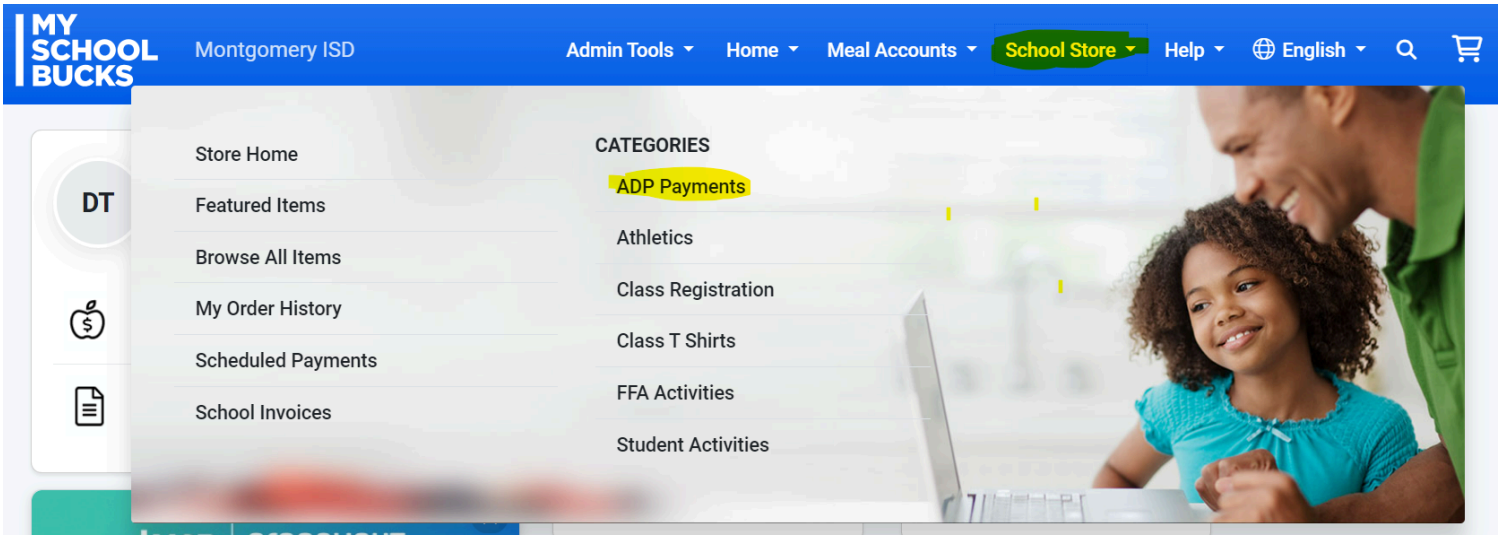
The chart below outlines the type of device(s) available and intended use:

	PreK	**K-1st**	**2nd-5th**	**6th-12th**
Type	iPads	iPads	Chromebooks	Chromebooks
Quantity	Minimum 10 iPads per classroom	1:1 - students have a specific ipad they use	1:1 - students have a specific device they use	1:1 - students have a device checked out to them
Device Plan	Devices stay at school. Available for check-out to take home.	Devices stay at school. Available for check-out to take home.	Devices stay at school. Available for check-out to take home.	Students take the device home and bring it back to school fully charged each day.

Grades 6-12 will be issued a device to use for the school year and are allowed to take the device home upon agreement to the policies herein, while grades PreK-5 primarily will leave the devices at school. All technologies provided by MISD are intended for educational purposes. All users are expected to use good judgment and to follow the specifics included in, but not limited to, this document.

Paying ADP:

To purchase the ADP, navigate to myschoolbucks.com and select the ADP Payments under the school store, or click here.



Accidental Damage Protection:

Recommended, but not required; Non-refundable ***(6th - 12th Grade Only)***

Parents and guardians may choose to purchase the *Accidental Damage Protection, commonly referred to as ADP*, to provide coverage for most types of accidental damage to the device. ***The cost of ADP for each secondary student is $25.00 annually and is non-refundable.*** This fee will cover the first incident of accidental damage.

If Accidental Damage Protection is not purchased and a break occurs, the student's MySchoolBucks will be invoiced for the full amount of the repair. ***ADP can not be purchased after the break has occurred.*** Please contact your campus administration for additional details concerning fee waivers and/or reductions.

ADP Payment

Accidental Damage Protection payment is accepted via cash or through MySchoolBucks. If paying through MySchoolBucks, a processing fee will be added at check-out. If paying with cash, it is a flat $25.00 fee and can be paid at the student's campus, in the financial office. Please contact your campus administration for information regarding when and where cash payments can be made.

ADP Coverage

Accidental Damage Protection coverage begins on the first day of payment and ends on the last day of the school calendar year. Please note that the annual ADP payment is non-refundable. The fee will not be prorated for students joining Montgomery ISD after

the first day of school. If a student withdraws from MISD and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with any claims made prior to withdrawal. If a student moves from one school to another, their ADP will transfer.

ADP payment is due by October 1st of the calendar year. New to MISD students have 20 school days from the date of enrollment to pay the optional ADP.

The first claim of accidental damage will be free with the deductible increasing by $25.00 each time a claim is made within the current school year.

Annual ADP Fee	Claim #1	Claim #2	Claim #3
$25.00	Covered by ADP	$50.00	$75.00

The ADP does not cover malicious acts, intentional damage, or negligence. Negligence is defined as a failure to take proper care of the device, including, but not limited to, leaving the device unattended or unsecure. A lost or damaged student device that is either intentional or the result of gross negligence, including loss or damage resulting from a failure to comply with this Student Device Handbook, Montgomery ISD Student Code of Conduct, Campus Handbooks, Acceptable Use Policy, and all related MISD policies, will not be covered by the ADP. Please see below for a list of coverage inclusions and exclusions.

Coverage Inclusions/Damage Covered by ADP

Accidental damage: Covers damages that impair the performance or operation of the device caused by non-intentional liquid spills in or on the unit, drops, falls, collisions, and any other unintentional event.

Theft: Covers loss due to theft. In the event of theft, a police report must be filed with campus administration within 3 business days.

Fire: Covers loss or damages caused by fire. In the event of a fire, the claim must contain an official fire report from authorities.

Electrical: Covers damages caused by electrical surges.

Natural Disaster: Covers loss or damages in the event of a natural disaster.

Coverage Exclusions/Damage not covered by ADP

Dishonest, Fraudulent, Intentional, or Criminal Acts: Coverage is not provided if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent, or criminal act.

Protected Case Removal: Coverage is subject to investigation if the MISD device is damaged while not in the district provided carrying case.

Unapproved Use: Damage caused by use of or installation of unapproved applications, unapproved software, alteration or modification of product in any way, and unapproved accessories which alter the manufacturer's warranty.

Abuse and Negligent damage: Damage caused by abuse, misuse, neglect, or improper usage of the device outside the permitted or intended use described in the Student Device Policy Handbook.

Loss: Loss of a district-provided device is considered negligence and is not covered.

Charger: ADP does not cover the charging cable or charging adapter. ***There will be a $40 fee for each replacement.*** Replacement chargers must be purchased from Montgomery ISD. Chargers purchased from other sources will not be accepted.

Case: ADP does not cover the loss or damage of MISD-issued laptop case. ***There will be a $25 Fee for each replacement.*** Replacement carrying cases must be purchased from Montgomery ISD. Carrying cases purchased from other sources will not be accepted.

Biohazard: Damage as a result of exposure to hazardous materials (blood, urine, vomit; human or animal)

Unauthorized User: Damage caused by anyone who is not a representative of MISD or by loaning the laptop or charger to another student.

Opting Out of the Accidental Damage Protection Fee

All secondary students will be invoiced a $25.00 ADP fee within MySchoolBucks, but it is optional - guardians are not required to pay.

Repairing or Replacing Your Device *(6th - 12th Grade Only)*

Each secondary student will be provided with a school-issued device for instructional use. If purchased, the ADP will cover the first incident of accidental damage, as well as stolen devices, with a police report. The student and guardian(s) will be held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning the assigned district device.

Chromebook & Components	
Chromebook replacement	$325.00
Chromebook Repair	$25.00 - $150.00+
Power Cord Replacement	$40.00
Protective Case Replacement	$25.00
iPad & Components	

iPad Replacement	$380.00
iPad Repair	$25.00 - $150.00+
Charging Brick and Cable Replacement	$40.00
Protective Case Replacement	$65.00

Reporting Damage, Loss, Theft

Timely reporting of damage, loss, or theft of any Montgomery ISD device or accessories is required so that appropriate follow-up action can be taken for any applicable ADP coverage of devices and investigation, if necessary. ***Only Montgomery ISD Technology Services is permitted to provide service to a MISD device or accessory. No outside computer services may be used for any type of repairs or maintenance, and will be considered as gross negligence, which will void the ADP coverage.***

Students have 5 school days after an incident, or discovery of an incident, to bring their damaged device to their school's *designated device drop-off area* where they will fill out a form detailing the issue(s) and provide additional information.

- ***MISD High School Campuses:*** The designated device drop-off location will be communicated to guardians and students. Please contact campus administration for additional information.
- ***MISD Junior High School Campuses:*** The designated device drop-off location will be the campus Library. Please contact campus administration for additional information.

Failure to promptly report damage, loss, or theft (including, when applicable, filing a report with the appropriate authorities and providing a case number to MISD) impairs Montgomery ISD's ability to take responsive action and seek available remedies for lost, stolen or damaged devices. Such failure will be considered gross negligence, which will void any applicable ADP coverage.