Student Device Guide

Initial Log on Information
Cleaning Guidelines
Tech Support Information
Device Usage Agreement

Please Log onto your computer before leaving.
Connecting to your WiFi and First logon

Power on the computer, then press CTRL-ALT-DEL to get to logon screen. Once at screen click the WiFi icon (circled below)

Choose the name of your network, then click “Connect” and enter your WiFi password or key. If entered properly, it should connect to your WiFi.

***If you are using a MiFi device, please see the last section of this document for instructions***

To log onto the computer for the first time, click the icon that looks like two computer screens (circled below)
Enter your email address ("studentID"@student.dmschools.org) and your password then click the arrow next to your password (circled below). This should allow you to validate your account onto the Des Moines Public Schools network for future logons.
Cleaning Guidelines

With public health concerns over the SARS-CoV-2 virus and COVID-19 disease, also known as Coronavirus, spreading worldwide, HP wants customers to have the information they need to effectively clean HP devices and to assist customers in maintaining a healthy work environment.

A CDC-recommended disinfectant that is also within HP’s cleaning guidelines is an alcohol solution consisting of 70% isopropyl alcohol and 30% water. Please follow the steps below to use the CDC-recommended alcohol solution to clean high-touch, external surfaces on HP products:

1. Wear disposable gloves made of latex (or nitrile gloves if you are latex-sensitive) when cleaning and disinfecting surfaces.
2. Turn off the device and disconnect AC power. Never clean a product while it is powered on or plugged in.
3. Disconnect any external devices.
4. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. Do not use fibrous materials, such as paper towels or toilet paper. The cloth should be moist, but not dripping wet.
   a. Isopropyl Alcohol is sold in most stores, usually in a 70% Isopropyl Alcohol / 30% Water solution. It may also be marketed as rubbing alcohol.
5. Do not spray any liquids directly onto the product.
6. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports, as moisture entering the inside of an electronic product can cause extensive damage to the product.
7. When cleaning, carefully wipe in one direction, moving from the top of the display to the bottom.
8. Ensure surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on.
9. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.
Tech Support Information

Please see separate document with instructions for logging in to your computer.

Once you are logged in, your classroom teachers may be using Microsoft Teams to contact/connect with you. See the instructions below on how to access Microsoft Teams.

How to Access Microsoft Teams

If you are on a District device:

Click on the Windows icon from the taskbar on the bottom of your screen.

Type “Teams” and click on “Microsoft Teams”
From a browser:

Go to https://www.dmschools.org/

Click the “Students” tab at the top of the screen.

Scroll down the page and select “Student Email”
Sign with your Des Moines Schools credentials.

Des Moines Public Schools

Sign in with your organizational account

USER NAME (example.com)
Password

Your student email address is your 6-digit student id@student.dmschools.org
EXAMPLE: 123456@student.dmschools.org
Password information will come from your school.

Once in email, click on the App Launcher in the upper left corner. Select Teams.
Tech Support Contact Information

Need help with something else? We are here to help!

If you have access to e-mail, you can send an e-mail to your building’s Tech Support e-mail address. Your building tech team may not be available immediately, but they will get to your request as soon as possible. See below for details.

<table>
<thead>
<tr>
<th>Building</th>
<th>E-mail Address</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>East High</td>
<td><a href="mailto:EastTech@dmschools.org">EastTech@dmschools.org</a></td>
<td>9:00 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td>Hoover High</td>
<td><a href="mailto:HooverTech@dmschools.org">HooverTech@dmschools.org</a></td>
<td>1:00 p.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>Lincoln High</td>
<td><a href="mailto:LincolnTech@dmschools.org">LincolnTech@dmschools.org</a></td>
<td>10:00 a.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>North High</td>
<td><a href="mailto:NorthTech@dmschools.org">NorthTech@dmschools.org</a></td>
<td>12:00 p.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Roosevelt High</td>
<td><a href="mailto:RooseveltTech@dmschools.org">RooseveltTech@dmschools.org</a></td>
<td>1:00 p.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>Scavo High</td>
<td><a href="mailto:ScavoTech@dmschools.org">ScavoTech@dmschools.org</a></td>
<td>10:00 a.m. – 11:00 a.m.</td>
</tr>
</tbody>
</table>

Emergency Tech Support

If your computer doesn’t work at all, you can call your building’s Tech Support phone number during office hours. See information below.

<table>
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<tr>
<th>Building</th>
<th>E-mail Address</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>East High</td>
<td>(515) 706-3163</td>
<td>9:00 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td>Hoover High</td>
<td>(515) 706-3251</td>
<td>1:00 p.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>Lincoln High</td>
<td>(515) 706-3167</td>
<td>10:00 a.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>North High</td>
<td>(515) 706-3150</td>
<td>12:00 p.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Roosevelt High</td>
<td>(515) 706-3169</td>
<td>1:00 p.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>Scavo High</td>
<td>(515) 706-3176</td>
<td>10:00 a.m. – 11:00 a.m.</td>
</tr>
</tbody>
</table>
DMPS STUDENT HOME USE COMPUTER LOAN AGREEMENT

This Equipment Loan Agreement (this “Agreement”) is made by and between Des Moines Public Schools and: Parent/Guardian listed below and Student listed below. In consideration of the mutual covenants and promise set forth herein, the parties agree as follows:

1. Loan. The equipment listed on Exhibit A attached hereto (collectively, the “Equipment”) is loaned to Parent/Guardian for the sole purpose of school related work for the Student. Subject to the Des Moines Public Schools Internet Use Policy and all other terms and conditions herein, Des Moines Public Schools agrees to allow Parent/Guardian to use the Equipment until the Return Date (as defined below). Term. The term of this Agreement will commence on the Effective Date (as defined below) and will continue until the “Return Date.” Parent/Guardian shall return the Equipment to Des Moines Public Schools on the Return Date. Notwithstanding the foregoing or anything herein to the contrary, Parent/Guardian acknowledges that Des Moines Public Schools may, without process of law or without notice or demand upon Parent/Guardian, take possession of the Equipment at any time and for any reason or no reason whatsoever.

2. No Warranty; Limitations of Liability. DES MOINES PUBLIC SCHOOLS HAS NOT MADE AND DOES NOT NOW MAKE ANY WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE DESIGN, OPERATION, OR CONDITION OF THE EQUIPMENT OR ANY PART THEREOF, ITS MERCHANTABILITY, ITS DURABILITY, OR ITS FITNESS FOR A PARTICULAR PURPOSE. DES MOINES PUBLIC SCHOOLS SHALL HAVE NO LIABILITY TO PARENT/GUARDIAN FOR ANY CLAIM, LOSS, OR DAMAGE CAUSED OR ALLEGED TO BE CAUSED, DIRECTLY, INDIRECTLY, INCIDENTALLY, OR CONSEQUENTIALY BY THE EQUIPMENT, BY ANY INADEQUACY THEREOF OR DEFICIENCY OR DEFECT THEREIN, BY ANY INCIDENT WHATSOEVER IN CONNECTION THERewith, ARISING IN STRICT LIABILITY, NEGLIGENCE, OR OTHERWISE, OR IN ANY WAY RELATED TO OR ARISING OUT OF THIS AGREEMENT, EVEN IF DES MOINES PUBLIC SCHOOLS IS NOTIFIED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES. Use, Operation, and Maintenance. a) Parent/Guardian shall ensure that the use of the Equipment is only during the term of this Agreement and only in the manner for which it was
designed and intended. Parent/Guardian shall comply with all applicable laws and regulations and with all applicable Des Moines Public Schools requirements, policies, procedures, and instructions relating to the Equipment and/or the use thereof. b) Parent/Guardian is responsible for ensuring that the Equipment, its packaging, and its documentation are preserved in an “as-new” condition. If the Equipment is not maintained in an “as-new” condition, Parent/Guardian agrees to contact Des Moines Public Schools as to the damages incurred to the Equipment and Parent/Guardian agrees to pay Des Moines Public Schools’ then-current replacement cost for such Equipment.

3. No Warranty; Limitations of Liability. DES MOINES PUBLIC SCHOOLS HAS NOT MADE AND DOES NOT NOW MAKE ANY WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE DESIGN, OPERATION, OR CONDITION OF THE EQUIPMENT OR ANY PART THEREOF, ITS MERCHANTABILITY, ITS DURABILITY, OR ITS FITNESS FOR A PARTICULAR PURPOSE. DES MOINES PUBLIC SCHOOLS SHALL HAVE NO LIABILITY TO PARENT/GUARDIAN FOR ANY CLAIM, LOSS, OR DAMAGE CAUSED OR ALLEGED TO BE CAUSED, DIRECTLY, INDIRECTLY, INCIDENTALLY, OR CONSEQUENTIALY BY THE EQUIPMENT, BY ANY INADEQUACY THEREOF OR DEFICIENCY OR DEFECT THEREIN, BY ANY INCIDENT WHATSOEVER IN CONNECTION THEREWITH, ARISING IN STRICT LIABILITY, NEGLIGENCE, OR OTHERWISE, OR IN ANY WAY RELATED TO OR ARISING OUT OF THIS AGREEMENT, EVEN IF DES MOINES PUBLIC SCHOOLS IS NOTIFIED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES.

4. Use, Operation, and Maintenance. a) Parent/Guardian shall ensure that the use of the Equipment is only during the term of this Agreement and only in the manner for which it was designed and intended. Parent/Guardian shall comply with all applicable laws and regulations and with all applicable Des Moines Public Schools requirements, policies, procedures, and instructions relating to the Equipment and/or the use thereof. b) Parent/Guardian is responsible for ensuring that the Equipment, its packaging, and its documentation are preserved in an “as-new” condition. If the Equipment is not maintained in an “as-new” condition, Parent/Guardian agrees to contact Des Moines Public Schools as to the damages incurred to the Equipment and Parent/Guardian agrees to pay Des Moines Public Schools’ then-current replacement cost for such Equipment.
USE, OPERATION, and MAINTENANCE, continued: c) Parent/Guardian(Student) may not sell, assign, transfer, lease, or license (collectively, “Sell”) the Equipment. d) Parent/Guardian agrees to promptly give notice to Des Moines Public Schools of any loss or damage to the Equipment. Des Moines Public Schools and its agents have the right to inspect, repair, and maintain the Equipment at all times. e) Parent/Guardian acknowledges and agrees that the Equipment is being loaned with all risk of use and operation of the Equipment, and each and every hazard of loss of any kind, however rising, being borne by Parent/Guardian, and that Des Moines Public Schools will not be liable to Parent/Guardian for the use of the Equipment or damages of any kind resulting from any claimed malfunction of the Equipment, defective design of the Equipment, and/or any failure of the Equipment to perform as specified, represented, or advertised. f) Parent/Guardian(Student) shall not modify, adjust, or change the Equipment, or add, affix, attach any accessories, parts, programs, applications, or replacements to the Equipment without the express prior written consent of Des Moines Public Schools.

5. OWNERSHIP. The Equipment and all intellectual property rights therein or related thereto are, and shall at all times remain, the sole and exclusive property of Des Moines Public Schools. Parent/Guardian shall not have or obtain any right, title, or interest therein except for the limited right to use the Equipment in accordance with the terms expressly set forth in this Agreement. Nothing herein shall be construed as authorizing or permitting the use of any Des Moines Public Schools trade names or trademarks.

SURRENDER OF EQUIPMENT. Upon the Return Date, Parent/Guardian shall return the Equipment to Des Moines Public Schools in good repair, condition, and working order, ordinary wear and tear resulting from proper use thereof alone excepted. With the sole exception of damages to the Equipment that would ordinarily be covered by Des Moines Public Schools’ then-current standard warranty for such Equipment, Parent/Guardian assumes responsibility for all damages to the Equipment and missing components. For the avoidance of doubt, nothing in this Section 6 is intended to provide any express or implied warranty with respect to any Equipment. Except as otherwise expressly agreed in writing by Des Moines Public Schools, Parent/Guardian acknowledges and agrees that, in the event any Equipment is not received by Des Moines Public Schools within seven (7) days
following the Return Date (as defined in Section 2 above), Parent/Guardian shall have purchased (or licensed, as applicable) such Equipment for the prices specified on Exhibit A attached hereto, and shall remit payment in full for such Equipment to Des Moines Public Schools within ten (10) days from that date.

6. Des Moines Public Schools: 1915 Prospect Road Des Moines, IA 50310 Phone: 515-242-8161/Fax: 515-242-7377 Attention: Technology Administration
   a) This Agreement may be executed in counterparts and delivered via this web form.
   b) This Agreement (including but not limited to Exhibit A attached hereto) and any end user software license agreements that accompany the Equipment constitute the entire agreement between Parent/Guardian and Des Moines Public Schools with respect to the subject matter hereof, and supersede all prior or contemporaneous oral or written agreements between the parties with respect to such subject matter. In the event of any conflict or inconsistency between this Agreement, the terms of this Agreement will govern. For the avoidance of doubt, the term of any software license grant in any EULA shall be as set forth in Section 2 of this Agreement.
   c) Sections 2 through 6 of this Agreement shall survive any expiration or termination of this Agreement and continue in full force and effect.

The parties hereto have executed this Agreement as of this day of:

7. Make/Model of device - estimated replacement cost $540.00

8. Any Existing Damage? If so, please list: