



Mobile Device Check Out

STEP 1: INSURE IT

SECURRANTY

To safeguard your device, we encourage that you purchase insurance for your device. District technology fees are waived for students purchasing insurance through Securrranty.

<https://securrranty.com/dadeschools>

Confirm with your school on the available mobile device model.



Select **HP OR LENOVO**, available plan and additional options then click "Add to cart"

Fill out your billing and payment information and click "Complete Purchase"

STEP 2: SIGN IT OUT

Parents will need to sign the Mobile Device Agreement form. Once signed, the school can check out the device to your student.

<https://innovationschoolchoice.com/mobile-device-agreement/>



Enter your Student ID and click "LOOKUP". When the student is found click on the "View the policy here" link within the green box.

Review and scroll down the page to agree and fill out the form and click the "SUBMIT" button.

STEP 3: PICK IT UP

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

Remember to log in once at school before taking the device home!

STEP 4: CONFIRM & TAKE IT HOME

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



<https://dadeschools.incidentiq.com/>