



MIDDLE SCHOOL 390 CSD10

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M.S. 390 2023-2024 Academic Year Student/Teachers Rules for Class Technology Carts:

1. Placement and Handling:

- Place carts near the teacher's desk.
- Only teachers, co-teachers, and paraprofessionals can distribute and collect devices daily.
- Students are prohibited from managing or handling technology carts due to past damage and theft to the iPads and cart accessories.
- Students are no longer allowed to travel with iPads to different classes. All iPads are to stay in their designated class cart.

2. iPad Usage:

- iPads are no longer assigned or allowed off-site due to previous damage and theft.
- Each class iPad cart will have 32 lightning pins to USB-C cables and adapters, secured with cable ties to prevent theft.

3. Loaner Program Discontinuation:

- The loaner iPad program is no longer available.

4. Google Account Management:

- Teachers must ensure students sign out of Google accounts after class.
- The Technology department will provide a video tutorial for teachers to share via Screen Share on class Promethean boards outlining the G-Suite user accounts sign-out from all accounts process.

5. Cart Maintenance:

- Writing on iPad cart shelves and dividers are prohibited.
- Stickers and labels are not allowed on student iPads.
- Please refrain from placing any items atop the carts, as the Technology department might need to evaluate technical matters.
- Staff and student personal devices should not be connected within the cart, as this could potentially impact the amperage and result in damage to the outlet strips.

6. Device Misuse:

- Confiscate devices and create an incident report if a student vandalizes, removes iPads from cases, or damages protective cases.

7. Accountability:

- Teachers receive inventory sheets for class iPad carts.
- All devices in each class cart must be accounted for at day's end.

8. Identification:

- Each iPad case will have an index card with class and iPad numbers on the inside back.

9. Device Preservation:

- Due to low inventory from previous damages and thefts, proper device handling is crucial.

10. Laptop Transition:

- Laptops will gradually enter classrooms from September to October.
- Priority classes for iPad carts are Science Lab, Digital Art, and new Media Arts room.
- Other rooms will receive laptops later.
- The same iPads rules listed above also apply to all the class laptops carts as well.
- Due to the limited quantity of updated models available in stock, laptop carts will be exclusively provided to 7th and 8th grade classes.

11. Weekly technology inventory check:

- Every Friday, teachers are required to perform a mandatory shared spreadsheet inventory check for all class carts.

12. Help-Desk Tickets:

- Kindly generate a help-desk ticket promptly upon encountering any technical issues. Please avoid delaying ticket creation for several days.
- For any technical inquiries to be evaluated, it is necessary to submit a help-desk ticket for all encountered technical issues.
- Priority will not be given to technical inquiries that lack a corresponding help-desk ticket.

13. Students directed to the Technology Office:

- It is necessary for all students to have a class pass from their teacher when visiting the technology office. Students lacking a pass from their classrooms will be instructed to return to their class.

Kindly utilize the provided URL to submit all Help-Desk tickets to the Technology Department.

<https://ms390.freshdesk.com/support/tickets/new>

Note:

Should a student breach the regulations on more than two occasions, they will be barred from accessing any classroom technology devices for the entire year. Furthermore, the instructor will be required to distribute all assignments in printed paper format.