

Digital Device Management Policy

HDOT manages distribution of digital devices such as netbooks, laptops, macbooks, iPads, iPods, etc. and all apps/programs purchased by HISD.

1. Digital devices will be inventoried by HDOT before being distributed to staff or students. Individuals receiving digital device will sign a Digital Device Loan Agreement contract.
2. Use of digital devices will be monitored by HDOT.
3. HDOT is responsible for installation of all programs or apps purchased by HISD.
4. Utilizing Apple's volume purchasing plan for schools, HDOT will secure requested apps for iPods and iPads and distribute to campus representative and/or to specific digital devices.
 - * Teachers will submit a priority list of all "**FREE apps**" for each grade level or each subject area to campus representative for approval and then campus representative will forward list to HDOT.
 - * Teachers will submit a priority list of all "**Apps to be purchased**" for each grade level or each subject area to campus representative for approval and then campus representative will forward list to HDOT.
5. Theft, damage, or loss of any device should immediately be reported to campus representative and to HDOT.