



# Royal Palm Elementary School

WHERE YOUNG MINDS LEARN, GROW AND EXCEL

August 18, 2023

Dear Parents,

This year, the district is providing devices to students in Pre-K through 5<sup>th</sup> grades who request to checkout a laptop for the school year. As part of our continued efforts to provide a seamless and efficient technology experience for our students, Miami Dade County Public Schools has implemented **new procedures for checking out mobile devices for the 2023-2024 school year**. **If your child is in need of a mobile device for the upcoming school year, you must complete ALL STEPS BELOW before a device can be issued. Please see the attachment for a step-by-step guide.**

**STEP 1:**

**Log in to Parent or Student Portal**

**STEP 2:**

**Click on the "insure it sign it out & take it home " link at the top of the portal home page.**

**STEP 3:**

**You will be redirected to a page that has the 4 steps to follow to check out a mobile device.**

**STEP 4:**

**You will click on "insure it" to purchase insurance for the mobile device.**

**STEP 5:**

**When purchasing insurance for the device, please make sure to select "Dell, Lenovo & HP Laptops (All Models)" from the dropdown bar and add to cart.**

**STEP 6:**

**Sign out the device by clicking on the "SIGN IT OUT" button and completing the required form.**

**STEP 7:**

**Once these steps have been completed, the student must inform their Homeroom teacher that he/she is ready to be assigned a mobile device.**

We appreciate your cooperation in adhering to these procedures, as they will help streamline the device checkout process and ensure a smooth start to the school year. Thank you for your continued support of Royal Palm Elementary. We look forward to a successful and productive school year ahead.

If you have any questions or concerns, do not hesitate to contact us at (305) 221-7961.

Sincerely,

Marta Garcia  
Principal

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