



Student Device Guide

Initial Log on Information

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Device Usage Agreement

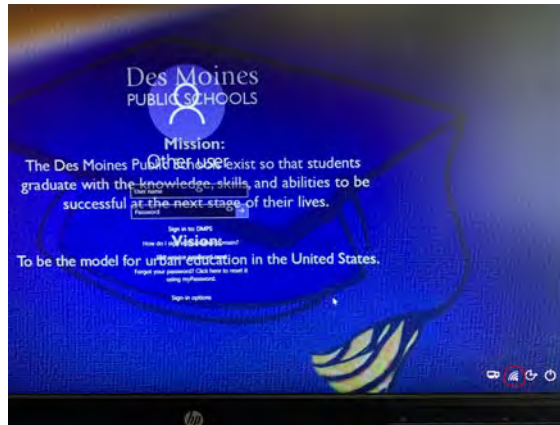
Please Log onto your computer
before leaving.



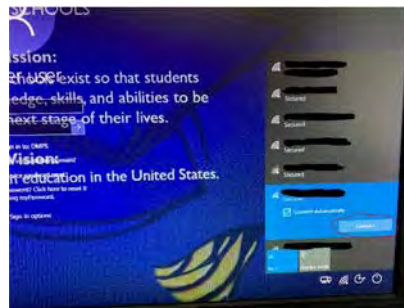
Connecting to your Wi-Fi and First logon

Connecting to your Wi-Fi

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



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



Initial Logon Procedures

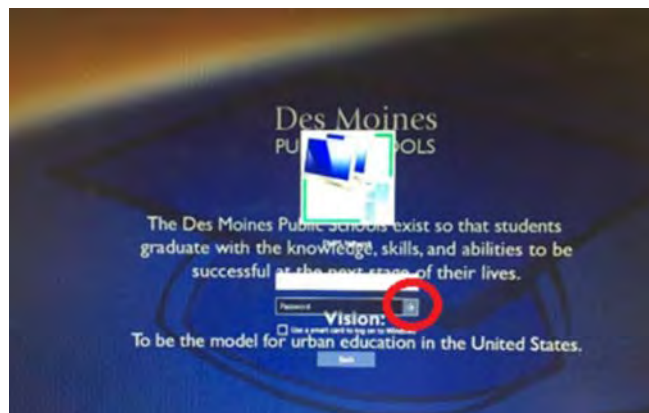
If you have never logged on to your district computer before, you will need to use the “Initial Logon” procedures to build a local profile on your computer. After your first login and your profile has been built, you can continue to use the procedures below, OR you can just log in as you normally do.

NOTE: It is important to WAIT about 5 minutes after connecting to your Wi-Fi before proceeding with the next step. If you go too quickly, it may result in an “800 Error” and you will have to reboot and start over.

1. Once you have waited about five minutes, click the icon that looks like two computer screens (circled below)



2. 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.



Internet Connection Troubleshooting Tips

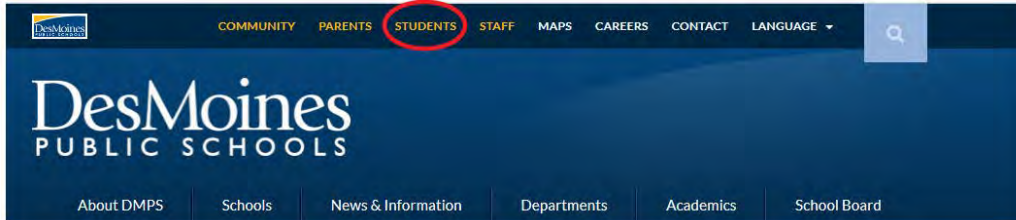
1. Open browser and go to a new website that you have never visited before just to make sure they are connected to the Internet. For Example: msnbc.com, cbs.com, nbc.com, google.com, imdb.com. Are you able to get to a new website? If yes, you are connected to the Internet, if no, you do not have Internet Access.
2. If you are not connected to the Internet, check on your network icon down by the clock (bottom-right corner of screen) and see if you are connected to your home network (Wi-fi, most likely). If you aren't, you need to connect (and know your internet password).
3. If you are not able to connect to wi-fi, or you show connected but are not able to get to a new website, your internet provider may be having issues, or your router may need to be powered off/on.
4. If you have a cellphone, you can go to <https://downdetector.com/> and see if there is an internet outage with your provider. If no outage is reported, you may be having specific issues at your home, please call your provider for assistance.
5. If you have Wi-fi but you have poor performance or the internet drops, you can connect a physical Ethernet cord (if you have one) to a port in the back of the router/modem and plug it directly into your computer.
6. Check your connection speed by going to <https://www.speedtest.net/>. When you press the GO button, it will check both download and upload speeds. If the download speed is slow, less than 10, you are going to have performance issues and will not be able to connect to Always-on-VPN (AOVPN). An Ethernet connection (see above) may be a solution.
7. If you have pretty good download speed, but they still can't connect to AOVPN, your router may be blocking VPN. You will need to contact your provider, or if you set up your own Wi-Fi, someone in your home may know how to configure your router to allow VPN.
8. If you live in a condo or apartment where Internet is provided and you don't have a router or modem, you may need to talk to your building about options.

E-mail using Microsoft Outlook

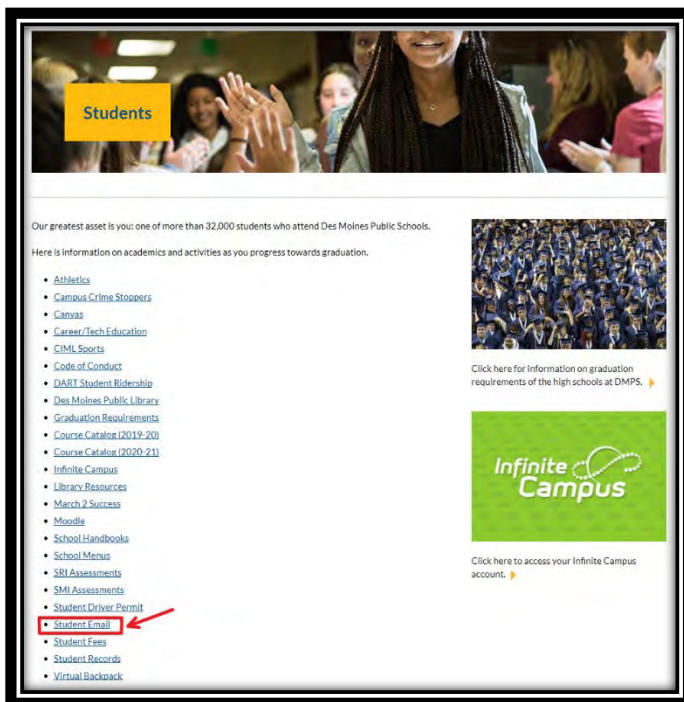
Note: If the instructions don't match what you see, you might be using an older version of Outlook on the web.

Open Outlook on the web.

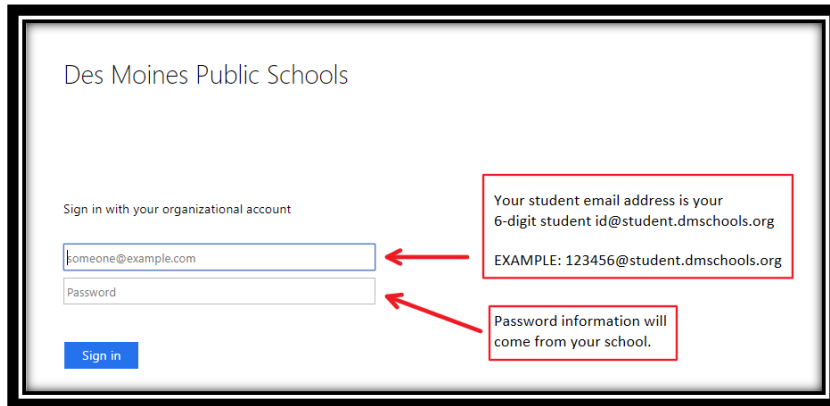
1. Go to <https://www.dmschools.org/>
2. Click the “Students” tab at the top of the screen.



Scroll down the page and select “Student Email”



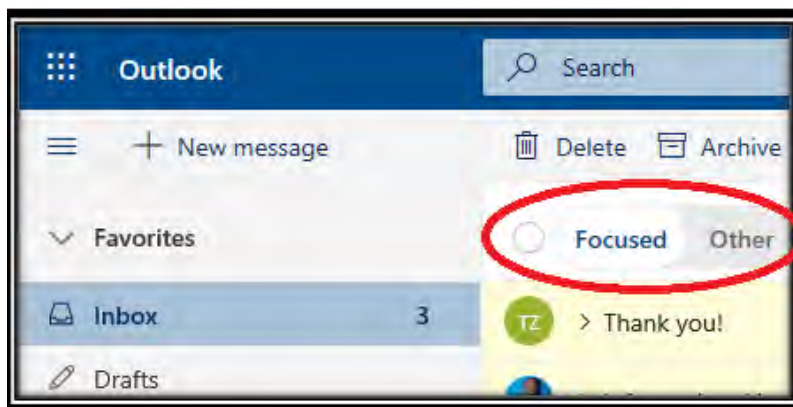
3. Sign with your Des Moines Schools credentials (e-mail address).



Change the Focused Inbox Settings

Focused Inbox separates your inbox into two tabs—Focused and Other. The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

You need to keep an eye on both areas so you don't miss important e-mails.



If you would like to change this setting, follow these steps:

1. At the top-right side of your Inbox, select **Settings** ⚙️.
2. Select the toggle next to **Focused Inbox**.

Change how your messages get organized

1. From your inbox, select the Focused or Other tab, and then right-click the message you want to move.
2. To move a message from Focused to Other, select **Move > Move to Other inbox**. Select **Always move to Other inbox** if you want all future messages from the sender to be delivered to the Other tab.

3. If you're moving a single message from Other to Focused, select **Move** > **Move to Focused inbox**. Select **Always move to Focused inbox** if you want all future messages from the sender to be delivered to the Focused tab.

Instructions for classic Outlook on the web

If your screen didn't look like the ones above, you may be in "Classic Outlook." Here are instructions for that interface.

Turn Focused Inbox on

1. Open Outlook on the web.



2. Select **Settings** > **Display settings** > **Focused Inbox**.
3. Under **When email is received**, select **Sort messages into Focused and Other**. The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

Microsoft Teams

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

If you are on a District device:

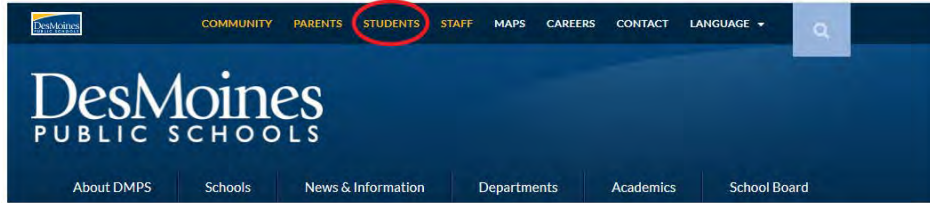


Click on the Windows icon from the taskbar on the bottom of your screen.
Type "Teams" and click on "Microsoft Teams"

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"

Our greatest asset is you: one of more than 32,000 students who attend Des Moines Public Schools.

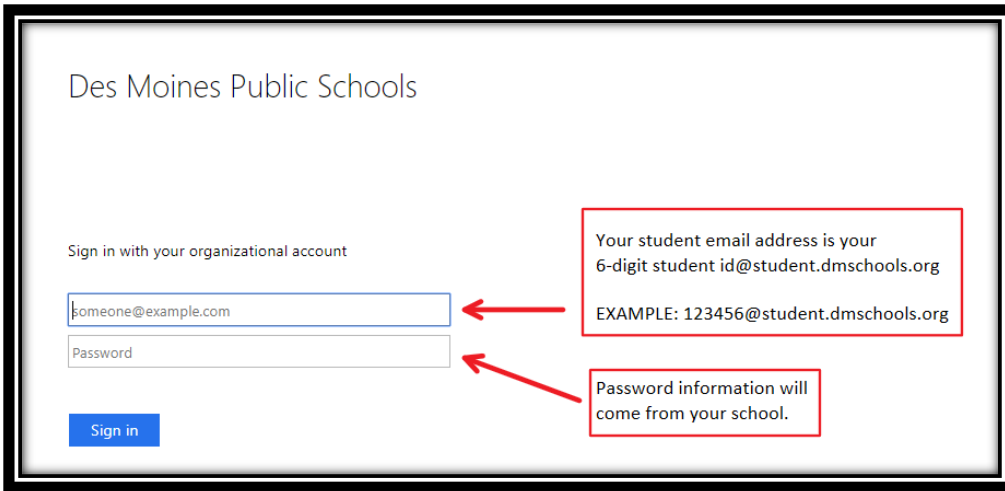
Here is information on academics and activities as you progress towards graduation.

- [Athletics](#)
- [Campus Crime Stoppers](#)
- [Canvas](#)
- [Career/Tech Education](#)
- [CIML Sports](#)
- [Code of Conduct](#)
- [DART Student Ridership](#)
- [Des Moines Public Library](#)
- [Graduation Requirements](#)
- [Course Catalog \(2019-20\)](#)
- [Course Catalog \(2020-21\)](#)
- [Infinite Campus](#)
- [Library Resources](#)
- [March 2 Success](#)
- [Moodle](#)
- [School Handbooks](#)
- [School Menus](#)
- [SRI Assessments](#)
- [SMI Assessments](#)
- [Student Driver Permit](#)
- **[Student Email](#)**
- [Student Fees](#)
- [Student Records](#)
- [Virtual Backpack](#)

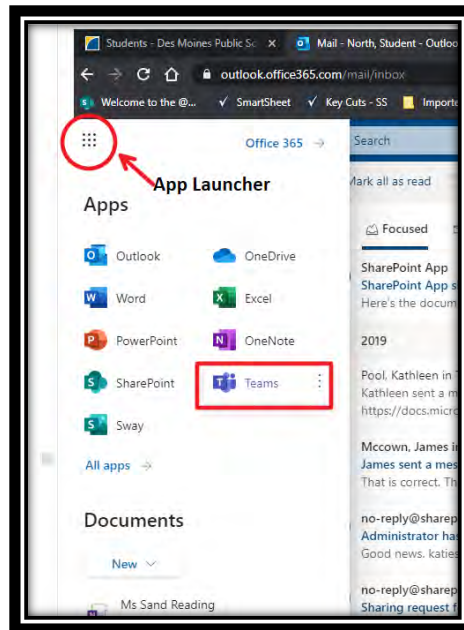
Click here for information on graduation requirements of the high schools at DMPS. ▶

Click here to access your Infinite Campus account. ▶

Sign with your Des Moines Schools credentials.



Once in email, click on the App Launcher in the upper left corner. Select Teams.



Technical Support

If you are having technical issues, please use the chart below to email your school's technology specialist.

** If you get locked out of your account from too many incorrect attempts to login, you can call your school's main building number and leave a message for someone to assist you OR from another device, email your building's Tech Specialist for assistance.*

Building	Email
Brody	bts.brody@dmschools.org
Brubaker	bts.brubaker@dmschools.org
Callanan	bts.callanan@dmschools.org
Capitol View	bts.capitolview@dmschools.org
Carver	bts.carver@dmschools.org
Cattell	bts.cattell@dmschools.org
Cowles	bts.cowles@dmschools.org
Downtown	bts.downtown@dmschools.org
Edmunds	bts.edmunds@dmschools.org
Findley	bts.findley@dmschools.org
Garton	bts.garton@dmschools.org
Goodrell	bts.goodrell@dmschools.org
Greenwood	bts.greenwood@dmschools.org
Hanawalt	scot.surprenant@dmschools.org
Harding	bts.harding@dmschools.org
Hiatt	bts.hiatt@dmschools.org
Hillis	bts.hillis@dmschools.org
Howe	bts.howe@dmschools.org
Hoyt	bts.hoyt@dmschools.org
Hubbell	bts.hubbell@dmschools.org
Jackson	bts.jackson@dmschools.org
Jefferson	stewart.card@dmschools.org
King	ty.weatherman@dmschools.org
Lovejoy	bts.lovejoy@dmschools.org
Madison	bts.madison@dmschools.org
McCombs	bts.mccombs@dmschools.org
McKinley	bts.mckinley@dmschools.org
Meredith	bts.meredith@dmschools.org
Merrill	bts.merrill@dmschools.org
Monroe	bts.monroe@dmschools.org
Moore	bts.moore@dmschools.org
Morris	bts.morris@dmschools.org
Moulton	bts.moulton@dmschools.org
Oak Park	bts.oakpark@dmschools.org
Park Ave	bts.parkavenue@dmschools.org
Perkins	bts.perkins@dmschools.org
Phillips	bts.phillips@dmschools.org
Pleasant Hill	bts.pleasanthill@dmschools.org
River Woods	bts.riverwoods@dmschools.org
Samuelson	bts.samuelson@dmschools.org
South Union	bts.southunion@dmschools.org
Stowe	bts.stowe@dmschools.org
Studebaker	bts.studebaker@dmschools.org
Walnut Street	bts.walnutstreet@dmschools.org
Weeks	bts.weeks@dmschools.org
Willard	bts.willard@dmschools.org
Windsor	bts.windsor@dmschools.org
Wright	Contact your homeroom teacher

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.

Isopropyl Alcohol is sold in most stores, usually in a 70% Isopropyl Alcohol / 30% Water solution. It may also be marketed as rubbing alcohol.

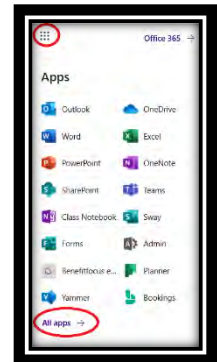
5. Do not spray any liquids directly onto the product.
6. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports, as moisture entering the inside of an electronic product can cause extensive damage to the 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.

To support students and caregivers in continuing with learning opportunities during school closure, we've created DMPS@home, a three-pronged approach that includes links to high quality web resources, print materials distributed at school sites, and optional activities and lessons in Canvas. This guide will help students and caregivers access those materials. For a brief video overview, go to this link: <https://tinyurl.com/canvasforDMPSfamilies>

What is Canvas and how do students access it?

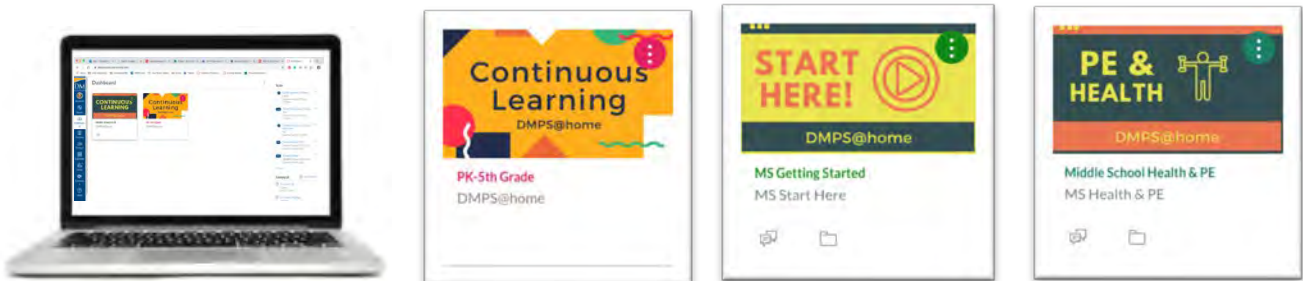
Canvas is our Learning Management System, which connects the digital tools teachers, students, and parents use. Please see information from your building about Canvas login requirements.

- Once a student is logged into their district e-mail, they can access Canvas by clicking on the Application Launcher in the top-left corner. If you don't see it on the list, click on the "All Apps" link at the bottom to see more apps.
- Or, the address is <https://dmschools.instructure.com/login/canvas>



Once we log into Canvas, what should we see or do?

Your first stop, once logged into Canvas, is the dashboard. Here you will find a menu of courses the student is currently enrolled in. For our continuous learning through school closure, students will see these one of courses on their dashboard or in their course list depending on their grade level:



Clicking on the course tile will take you to a menu of grade levels. Students and caregivers have full access to all content in all grade levels through this course. Clicking on the grade level for your course will take you to a page for each week remaining in the school year. New content will be released weekly. Click on the week for which you are seeking materials. Then, clicking on the grade level for your student will take you to a menu of subjects. Click on any subject to find activities and materials for that week of learning. There is also a library of resources for caregivers to help make decisions about how much time you might expect students to spend learning during school closure.

What if we need help using Canvas?

There are lots of ways to get help! If you need simple support for finding learning materials or with the activities themselves, reach out to your teacher. If you need more help with Canvas, select the HELP button at the bottom of the menu on the left of the screen. You can chat 24/7 with a Canvas expert! Looking to learn even more about Canvas itself? Visit canvaslms.com and explore the guides and information you'll find there.

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 CONSEQUENTIALLY 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 CONSEQUENTIALLY 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:

DMPS@HOME