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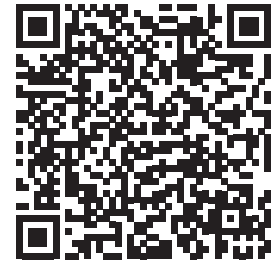
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EVERY STUDENT CONNECTED

Responsibility for Loaned Computing Devices Assigned to Students

L.A. Unified is committed to every student having continued access to online learning opportunities when not on their school campus.



**Submit this form online:
Scan the QR Code or go to <http://device.lausd.net>**

Otherwise, please complete the following questions and return this form, the "Parent and Student Notification", and "Parent/Guardian Acknowledgement" forms to your child's school of attendance.

Student Last Name (PRINT)	Student First Name (PRINT)	Grade	Student ID	Date
Parent/Guardian Last Name (PRINT)	Parent/Guardian First Name (PRINT)	School Name		

Computing Device Need

- 1 Does your student have a District-provided computing device? YES NO
- 2 Without a District-provided computing device, would your student be able to participate in online learning and do their homework when away from school? YES NO
- 3 Are you requesting a computing device for your student to use when away from school? YES NO

Internet Connectivity Need

- 4 Does your student have District-provided internet connectivity at home? YES NO
- 5 Without District-provided internet connectivity, would your student be able to participate in online learning and do their homework when away from school? YES NO
- 6 Do you need internet connectivity for your student away from school? YES NO
If **YES** I am requesting internet connectivity to use when away from school.
If **NO** I do not need internet connectivity to use when away from school.

PARENT AND STUDENT NOTIFICATION

Rules Concerning Use of Loaned Computing Devices Assigned to Students

Student Last Name (PRINT)

Student First Name (PRINT)

Student ID

I am being issued a Los Angeles Unified School District (LAUSD) computing device and related accessories. I agree to keep it safe and well maintained. I will follow the guidelines for care of the device as explained below.

SECURITY

1. I will know where my assigned device is at all times.
2. I will never leave my assigned device unattended.
3. I will secure my assigned device when I am participating in PE by putting it in my locker or other secure location, unless instructed to bring the device to PE class by the teacher.
4. I will never loan my assigned device to anyone.
5. I realize that security devices have been installed on the assigned device that permit tracking and that usage will be monitored.
6. I will, at all times, keep myself safe and will use the device only in areas where I can keep myself and the device safe.

I have reviewed the **SECURITY** section with my child

Parent/Guardian Signature

CARE

7. I understand that the device assigned may include a protective case that is to remain on the device at all times. This case may not be removed or replaced.
8. I will protect the screen from scratches.
9. I will keep food and beverages away from my assigned device since they may cause damage to it.
10. I will not mark, draw, write or place unapproved stickers on the device or case.
11. I will not disassemble or attempt any repairs on any part of my assigned device. Doing so will void the device's warranty.
12. If damage occurs, including, but not limited to, scratches, cracks or dents, I will report the damage to the school administration within 24 hours or as soon as possible thereafter.
13. In the case of theft or vandalism, I will file a police report and notify school administration within 24 hours or as soon as possible thereafter.

I have reviewed the **CARE** section with my child

Parent/Guardian Signature

USAGE

14. I will follow the LAUSD Responsible Use Policy (RUP) for use of LAUSD computers and network systems.
15. I will not reformat the device, tamper with its security settings, or change its operating system (e.g., iOS for Apple Devices).
16. I will adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.
17. I will not engage in any harassment or acts of intimidation (cyber-bullying) in an attempt to harm other people using my assigned Device or any other electronic device.

I have reviewed the **USAGE** section with my child

Parent/Guardian Signature

RESPONSIBILITY

18. I understand that my assigned device is subject to inspection by any staff member, teacher or administrator at the school, at any time and without notice. I further understand that the device remains the property of LAUSD.
19. I agree to return the device, related accessories and device case in good working condition (with the exception of normal wear and tear) immediately upon request by LAUSD.
20. I will return the assigned device to my school administrator (or designee) at the end of each school year. If I withdraw, am expelled, or terminate enrollment at my school for any reason, I will return the assigned device and accessories on the date of termination to the school's administrator. I will not engage in any harassment or acts of intimidation (cyber-bullying) in an attempt to harm other people using my assigned Device or any other electronic device.
21. I have completed the Digital Citizenship lessons.

I have reviewed the **RESPONSIBILITY** section with my child

Parent/Guardian Signature

PARENT/GUARDIAN ACKNOWLEDGEMENT

Responsibility for Loaned Computing Devices Assigned to Students

This document informs you of your legal responsibility with regard to the device and its related accessories, which may include case, keyboard cable and battery charger ("Loaned Equipment") described below, that the Los Angeles Unified School District ("LAUSD") is loaning to your child.

LAUSD may hold liable a parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any property of LAUSD, or fails to return any property of LAUSD upon demand of LAUSD, for all damages caused by the minor. (See, District Bulletin BUL-5509.3, *Restitution Procedures for the Loss or Damage of School Property*, dated July 25, 2018, and California Education Code §48904.) LAUSD property includes the Loaned Equipment, which may have a value of up to \$500 for tablets, \$250 for Chromebooks, and \$50 for hotspots.

I agree to the Security, Care, Usage and Responsibility conditions listed in the "Rules Concerning Use of Loaned Devices (i.e., Tablets or Laptops) Assigned to Students" ("Rules"), on the previous page. My child's failure to abide by the Rules, thereby resulting in damage to or loss of the Device, may be considered a willful act for which I am liable, subject to the following due process procedures set forth in Bulletin BUL-5509.3:

- LAUSD shall inform parent or guardian immediately in writing after any alleged loss which gives rise to an obligation under Section 48904 of the Education Code.
- The parent or guardian may present information on behalf of the student during a conference at the school as to the reasons why a fee should not be imposed.
- The principal/designee shall, after reviewing any information presented during this meeting, decide whether or not to withhold the marks, diploma, or transcripts and/or impose the fee for damages. The parent/guardian and student shall be notified in writing of the decision. The decision of the principal is final, and there is no appeal beyond the school level.
- Upon receiving notification of the school's decision, the parent or guardian may, if necessary, pay the outstanding obligation, or the student may complete a voluntary work assignment determined by the school.

I acknowledge that the Loaned Equipment is, and will remain, the property of Los Angeles Unified School District for the sole intended use student to whom it has been assigned.

I further agree to abide by LAUSD's Responsible Use Policy (RUP) for use of loaned equipment and LAUSD's computer network.

[Review the RUP : https://achieve.lausd.net/Page/12418.](https://achieve.lausd.net/Page/12418)

I acknowledge that there are security, privacy and confidentiality risks inherent in Internet use and wireless communications. I understand that the District has taken those reasonable measures, including a web filtering solution, currently available to minimize such risks. However, I acknowledge that no filter or other technology currently available provides complete protection against such risks. I have determined that for my child the benefits of online activity and wireless communications outweigh the risks, and on my child's behalf, I will assume the risk associated with such activity. I agree that it is my responsibility to monitor and engage with my child concerning appropriate online usage.

I have read and I understand the responsibilities described above and agree to comply with the "Rules."

I agree to monitor and engage with my child when accessing online content away from school using the Device.

SIGNATURE REQUIRED

Student Last Name (PRINT)

Student First Name (PRINT)

Student ID

Parent/Guardian Name (PRINT)

Parent/Guardian Signature

Date