

## **LUSD Student Device Loan Agreement**

Per the *Student Use of Technology Responsible Use Policy*, Lakeside Union School District is committed to the integration of technology into student learning so that all students are prepared for the challenges presented in high school, college, and career.

Our students use both digital and textbook resources, therefore, iPads/Chromebooks are provided for student use. Students in grades **TK-1st** are in a shared environment, **2nd** grade students are assigned an iPad (**Elementary School**) while **3rd, 4th, and 6th-8th** receive a Chromebook (**Elementary/Middle School**), which they bring home each day for extended learning opportunities.

An iPad/Chromebook is a technological device that transforms learning. The benefit of these devices is that they can be personalized for each learner. Not only can it be a word processor, a camera, etc., but it also provides access to a myriad of apps that extend learning beyond a textbook's capabilities.

Although many precautions are taken into account to teach students about device care, there are times when the device may be damaged. The district has contracted with an insurance company to help offset the costs for these repairs. However, part of the repair costs is the responsibility of the family (**per BP 6161.2, Ed Code 48904.1 and Civil Code 1714.1**).

### ***Financial Responsibility***

**Parents/Guardians** will be responsible for the following repair co-pays when the a device is damaged:

- 1st incident in a school year: **\$20.00 for Chromebooks a basic non-touch screen, \$100 option for Touch screen**
- 2nd incident in a school year: **\$50.00**
- 3rd or more incidents in a school year: Full cost of Chromebook **See table below;**

<b>Description</b>	<b>Cost to Replace</b>		<b>Description</b>	<b>Cost to Replace</b>
iPad	\$330.00		MiFi Unit	\$50.00
Power Cord and Charging Block	\$25.00		Mifi Unit Power Cord or Brick	\$15.00(each)
Keyboard Case	\$95.00		Generic Case(Flappy Case)	\$50.00
Chromebook Charging Block/Cable	\$20.00		Chromebook	\$100.00(Samsung) \$150.00(HP) \$250.00(Asus) \$350.00(Lenovo)

- ❖ Lost devices, cords, and charging blocks are the responsibility of the **parent**, as these are not covered in our insurance policy.
- ❖ Stolen devices must be reported **within 24 hours** to the **local police/sheriff**. A copy of the police report is required to avoid replacement costs.
- ❖ Students that do not take home a device are still liable for damages incurred on campus.
- ❖ **Site representative** or **Parent/Guardian** will need to fill out an insurance (JPA) form given to them by the librarians or site representative when the device is **lost** or **stolen**.
- ❖ Students will have **30 days** to report either type of incident to the librarian or site representative.

## LUSD Student Device Loan Agreement

- ❖ Any repair or maintenance needed on a student device must be completed through the District. ***In NO case should a Parent/Guardian arrange for repair on his/her own.***

### ***Responsibilities & Cleaning Procedures***

#### Items Needed:

Terry Towels



Microfiber Cloth/Towel



Disinfectant Wipes



Water



Compressed air



#### General Care:

- ☐ Be aware of the corners of the device hitting any surface so it is not susceptible to breaking.
- ☐ Do not hold on to the device by the keyboard because this will cause lasting damage to the ribbon cable on the device.
- ☐ Do not force a headphone jack out in any way other than the general method because they will break off into the headphone port itself. ***(This does count as an offense charge)***
- ☐ Do not leave a device in a backpack where there is high traffic because there could be a possibility someone might steal it, step on it, or kick it.
- ☐ Maintain regular software updates on the device for compatibility and fixes that Apple/Google releases in their updates.
- ☐ Store the device in a cool environment away from any windows so as to not overheat the internal components.

#### Cleaning:

- ☐ Use disinfectant wipes to wipe down the outside of the device (***not the inside of the device***).
- ☐ Use a compressed air canister to blow any microparticles off the device's screen and/or case.
- ☐ Make sure to use a terry towel for the outside case to wipe off disinfectant and use a microfiber cloth for the screen. ***(USE A DAMP CLOTH AND DO NOT SPRAY WATER DIRECTLY ON the SCREEN)***

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Students must adhere to all district policies and guidelines in order to access student resources.

### ***Be Responsible***

- I will bring my device to school every day, charged and ready to use.
- I will carry and store my device carefully to prevent damage.
- I will keep my device clean and free of stickers, writing, and other damage.
- I will keep my device away from food, beverages, and other liquids.
- I will use only a dry, soft cloth to clean the device.

### ***Be Safe***

- I will always supervise my device. When I am not using it, it will be stored in a secure location.
- I will not share any account passwords with other students.

### ***Be Productive***

- I will use my device to access, create, submit, post, and publish my learning with the tools provided.
- I will use the device to do my own work and avoid plagiarism by giving credit to my sources.

### ***Be Respectful***

- I will not use my device to bully, harass, harm, or spread misinformation about others.
- I will only use the camera and microphone to take appropriate pictures, videos, and audio recordings.
- I will follow all the procedures and rules in the device Student Handbook loaded on my student device.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Please check one of the boxes below that pertains to you:**

- ☐ Our child will be able to use our home Internet to access resources when not at school.
- ☐ Although we have internet at home, our child is not allowed to access it on the school device. **(I DO NOT WANT MY CHILD TO TAKE THE DEVICE HOME)**
- ☐ Our family does not have Internet access at home and we are interested in applying for the district-provided MiFi device for internet access on the student device

### **You must agree to the following terms before a device can be dispatched to the student:**

- ☐ I accept all responsibility that if my child was to take the device off school grounds that any and all damage that happens off school grounds lies with me, the *Parent/Guardian* and I accept all charges. (per BP 6161.2, Ed Code 48904.1 and Civil Code 1714.1)
- ☐ I accept that when my child is at school, that any and all damage that happens on school grounds is subject to co-pay penalties that I as the *Parent/Guardian* must pay unless a valid reason and substantial evidence exists for me to dispute the charge pertaining to the device that was given to my child.

***By signing below, I allow Lakeside Union School District to issue a device to my child named above. I understand that we are responsible for the physical care of the device, and for turning it in upon departure from the district or anytime requested by the District.***

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_