

LOS ANGELES UNIFIED SCHOOL DISTRICT

COMMON CORE TECHNOLOGY PROJECT

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PARENT and STUDENT NOTIFICATION

Rules and Regulations of Loaned Computing Devices (i.e., Tablets, Laptops) Assigned to Students

Student Last Name (PRINT) Student First Name (PRINT) Grade Student ID Number Date

Parent/Guardian Last Name (PRINT) Parent/Guardian First Name (PRINT)

I am being issued a Los Angeles Unified School District (LAUSD) computing Device and 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 Physical Education by putting it in my locker or other secure location, unless instructed to bring the Device to Physical Education 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 will not attract unwanted attention doing so.

(Student and Parent initial here) _____

CARE

7. I understand that the Device assigned to me includes 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 (this 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.

(Student and Parent initial here) _____

USAGE

14. I will follow the LAUSD Acceptable Use Policy (AUP) 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.

(Student and Parent initial here) _____

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 the LAUSD.
19. I agree to return the Device, case, keyboard cable and battery charger in good working condition (with the exception of normal wear and tear) immediately upon request by the 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.
21. I have completed the Digital Citizenship lessons.

(Student and Parent initial here) _____

PARENT ACKNOWLEDGEMENT
Responsibility for Loaned Devices Assigned to Students

This 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.

The LAUSD may hold liable a parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any property of the LAUSD, or fails to return any property of the LAUSD upon demand of the LAUSD, for all damages caused by the minor. (See, District Bulletin BUL-5509, Restitution Procedures for the Loss or Damage of School Property, dated June 19, 2012; California Education Code §48904.) LAUSD property includes the Loaned Equipment, which may have a value of up to \$700.

- I agree to the **Security, Care, Usage and Responsibility** conditions listed in the "Rules and Regulations" Concerning Use of Loaned Devices (i.e., Tablets or Laptops) Assigned to Students" ("Rules and Regulations"), on the previous page. My child's failure to abide by the Rules and Regulations, 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:
 - The 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.
- The Loaned Equipment is, and will remain, the property of the Los Angeles Unified School District with the sole intended use for the student to whom it has been assigned.
- I further agree to abide by the LAUSD's Acceptable Use Policy for use of computer equipment and the LAUSD's computer network (see attached).

LOANED EQUIPMENT DESCRIPTION: Device: One (1) Apple 32GB iPad (4th generation); Accessories: One (1) keyboard, One (1) USB cable and power adapter, and one (1) Griffin Survivor rubberized case with clear plastic face cover and stand. (Cross out any item not provided to student.)

Print Student Name (Last, First): _____

Student Signature: _____ **Date:** _____

Print Parent (Guardian) Name: _____

Parent (Guardian) Signature: _____ **Date:** _____

TAKING DEVICE HOME – OPTING OUT

I have read and I understand the responsibilities described above and do not wish for my child to take the Device home. I further understand that should the Device be needed to complete assignments outside of school, the school will provide hardcopy materials to my child to take home and/or may provide access to Devices on campus outside of regular classroom hours.

Print Student Name (Last, First): _____

Print Parent (Guardian) Name: _____

Parent (Guardian) Signature: _____ **Date:** _____