

Covina-Valley Unified School District

Technology Support Services
519 East Badillo Street, Covina, CA 91723

Digital Transformation Electronic Device Agreement

The Covina-Valley Unified School District (“District”) is excited to launch a take-home student device initiative. Under this initiative, students will be loaned either a Chromebook (high school) or Lenovo laptop computer (grades 4-8) for use on school-related projects and assignments (hereinafter collectively referred to as “Electronic Device”). Technology use is an important part of education. We look forward to using these devices to deliver core content and curriculum. In addition, these devices are an integral part of teaching digital citizenship in a 21st Century learning environment.

Students must keep Electronic Devices in good working condition and promptly notify a teacher or District official of any defect, damage, or malfunction. Students must exercise care when handling, transporting, and using the Electronic Devices. Care of Electronic Devices distributed by the District is the responsibility of the student and parent/guardian to whom it is assigned. This includes costs associated with damages and loss or theft, as more fully discussed below.

All Electronic Devices and related equipment and accessories are the property of the District and may be issued to students at the sole discretion of, and for a duration determined by, the District. Students may also elect to use their own laptop for school-related projects and assignments, i.e., a “Bring Your Own Device” (BYOD) Program.

Use and Care of Electronic Devices

- The student is responsible for carrying the Electronic Device to and from school each day. Students should charge the Electronic Device fully each night, as charging cords may not be available in the classroom. Students should assume that they will use the Electronic Device every day at school and should plan accordingly.
- Use and store the Electronic Device on a desk or table, not the floor.
- Protect the Electronic Device from:
 - Spills of food or drinks
 - Rain, direct sunlight, freezing temperatures
 - Small children and pets
 - Use by anyone other than the student. Parents are permitted to assist students with use of the Electronic Device but are not permitted to use the Electronic Device for personal reasons.
- Always allow a computer scan or update to complete its process.
- Do not install, uninstall or modify any application, game or operating system component.
- Do not download game emulators, chat clients, peer-to-peer software or any other unauthorized software.
- Do not place stickers or otherwise mark or modify the Electronic Device.
- Do not insert foreign objects (paperclips, pens) into the Electronic Device.
- In the classroom, the Electronic Device lid should be closed between uses.
- Do not remove the District identification barcode.

- Keep the Electronic Device away from precarious locations like table edges, floors, seats or around pets.
- Do not wipe the screen of the Electronic Device with anything abrasive that may leave behind scratches or marks.
- Handle the Electronic Device with care at all times.

Traveling to and from School

- Students should secure the Electronic Device when it is out of their sight. The Electronic Device should be kept safely in their classroom.
- Keep the Electronic Device in a backpack or similar protective bag.
- Do not leave the Electronic Device in a car as it can be stolen or damaged due to weather conditions.
- If the student participates in an after-school program for athletics or a club, talk with the coach or advisor about a safe place to store the Electronic Device.
- Never leave the Electronic Device unattended.

Ownership and Repairs:

The Electronic Device is the property of Covina-Valley Unified School District and must be returned at the end of the academic school year or, if applicable, when the student withdraws from any school.

Parents or guardians of minor students shall be liable to the District, in the amounts identified below, for the replacement of any Electronic Device or District-provided accessory that is not returned when due. If the Electronic Device or any District-provided accessories are lost or stolen, students should report this immediately to the school security or administration.

Students are not allowed to alter, personalize, or otherwise modify the Electronic Device in any way. Parents or guardians of minor students shall be liable for all costs associated with removing stickers or decals from the Electronic Device or for any damage caused to the Electronic Device. Only the District Technology Support Services Department is authorized to make repairs or alterations to any Electronic Device including software or user accounts. Parents or guardians of minor students shall be responsible for the cost of repairing any damage to the software or hardware due to unauthorized repairs or alterations. The District Technology Support Services Department may be contacted at the following phone number:

Helpline - (626) 974-7000, ext. 800040

The Electronic Device will come with a digital ink pen and power supply. Use of any other accessories with the Electronic Device is specifically prohibited unless authorized by the District.

If the digital ink pen or power supply is lost, replacements must be purchased through the District in the amounts identified below.

Voluntary Donation for Maintenance and Repair of Electronic Devices

- In order to cover the District's costs for the ongoing care, repair, and maintenance of the Electronic Devices, the District is asking for a **voluntary** donation in the amount of forty dollars (\$40.00). The voluntary donation will cover one school year (August 1 to July 30). Students shall be provided with an Electronic Device regardless of whether a voluntary donation is made.
- Voluntary donations will **NOT** be returned if the student's specific device does not require repair or maintenance during the course of the school year.

Exclusions:

- The voluntary donation **does not cover** the replacement of lost or stolen Electronic Devices or associated accessories. Parents or guardians of minor students shall remain liable for lost or stolen Electronic Devices.
- The voluntary donation **does not cover** the replacement or repair of any Electronic Device or associated accessories that have been willfully damaged or destroyed. Parents or guardians of minor students shall remain liable for any Electronic Device that is willfully damaged or destroyed.
- Pursuant to District Administrative Regulation 5125.2 and Education Code Section 48904, the District may withhold a student's grades, diploma, and transcripts for failure to return the Electronic Device or for failure to pay for the willful damage or destruction of the Electronic Device.
- The voluntary donation does **NOT** apply to the care, repair, or maintenance of any personal electronic device used by the student. The District Technology Support Services Department does not provide care, maintenance, or support for any personal electronic devices, including laptops or Chromebooks.

Approximate Replacement Cost of Lost or Stolen Items:

Lenovo e300 N23/N24	\$329
Chromebook.....	\$200
Broken Screen.....	\$100
Broken Keyboard.....	\$60
Missing Power Adapter.....	\$50
Cosmetic Damage.....	\$40
Missing Digital Pen (If Applicable).....	\$30
Lenovo Digital Ink Pen	\$25
Protective Sleeve	\$12