

Los Gatos-Saratoga UHSD Student Equipment Addendum 2023-2024

This Student Equipment Addendum is a supplement to the Los Gatos-Saratoga Union High School District's (LGSUHSD) Computer Acceptable Use Policy (AUP). The District's AUP applies to the use of all District owned technology inside and outside the school premises. Additionally, the District's AUP also applies to personal devices operating on the District's network. Students are expected to follow all of these policies when using the District's equipment.

The LGSUHSD has purchased equipment and related accessories for students in order to enhance, enrich, and facilitate learning as well as school communications inside and outside the classroom. The District's equipment is to be used for educational and learning purposes. Students shall exercise appropriate judgment, respect, and common sense when using the District's equipment and related accessories.

All equipment and related accessories are District property and are provided to students for a period of time as deemed appropriate by the school's administration. As a condition of their use of the District's equipment and related accessories, students must comply with and agree to all of the following:

- Prior to being issued any of the District's equipment and related accessories, students and parents/guardians will sign the **Equipment Acceptance Form** and agree to all policies and use guidelines.
- Students are expected to protect District provided equipment and accessories from damage and theft.
- District equipment is for school use only and should not be used by family members or friends.

District Equipment Use Guidelines

You must back up your important data such as homework, projects, etc., to designated cloud storage or USB key on a regular basis. The District's IT Staff is not responsible for lost data and will assist you with the back-up process if needed.

- It is your responsibility to keep your information safe from theft and misuse. Take precautions to keep District equipment secure and maintain strong passwords.
- Students should not install or modify software, hardware, network settings, etc., unless directed by a District staff member.
- Do not allow other individuals to use District equipment and/or related accessories.
- Always use a surge protector when District equipment is plugged in or charging.
- Use caution with drinks or food when in close proximity to District equipment.
- Extreme temperatures or sudden changes in temperature can damage equipment. When using a laptop, keep it on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is on a soft surface can cause damage due to overheating.
- Do not leave any District equipment unattended at any time, for any reason. Students should secure their equipment as appropriate, such as in a locked locker or laptop cart. Never leave a laptop in an unattended backpack. If you must leave District equipment in a vehicle, never leave it in plain sight.
- If theft, loss, or damage occurs, **immediately** notify the District's Administration and site Tech Support.

Please initial that you have read and understood the above information

Student: _____

Parent: _____

Equipment Acceptance Form

I understand that all equipment (laptop, iPad, accessories, etc.) the District has provided to me are the property of the Los Gatos-Saratoga Union High School District. I agree to all of the terms in the Student Equipment Addendum, the District's Acceptable Use Policy, and District Board Policies.

Upon separation from a class, school program, or the School District, all equipment and its accessories must be immediately returned to the appropriate School/District representative. I understand I am responsible for the device and accessories and will be charged the replacement value if the items are not returned.

Student Name (Please Print): _____ **Student ID#:** _____

Student Signature: _____ **Date:** _____

Parent Name (Please Print): _____

Parent/Guardian Signature: _____ **Date:** _____

FOR STAFF USE ONLY BELOW THIS LINE

Equipment Model: _____

Serial Number: _____

Asset Tag Number: _____

Date Equipment Issued: _____ **Staff Initials:** _____

Accessories Issued and Notes:

Charger

Student Initials (At the time of issuance): _____