



West Covina Unified School District

Technology Device Responsibility/Replacement Agreement

West Covina Unified School District is proud to provide students with technology devices to support learning. To ensure responsible use, we ask that families review the following guidelines, along with WCUSD Board Policies [BP 6163.4.pdf](#) and [AR 6163.4.pdf](#). By reviewing these expectations, you acknowledge and agree to WCUSD's rules for technology use.

Taking Care of Your Device and Accessories

1. Use a dry cloth to wipe and clean your device.	5. Gently, close the lid of your device.
2. Use your device on a flat surface like a table to avoid overheating.	6. Carry your device safely in a case or backpack, and always lift it from the bottom, never by the screen.
3. Keep your device out of extreme heat or cold and away from sunlight.	7. Avoid putting heavy items on top of your device.
4. Log out and power off your device every night.	8. Avoid food or drinks near your device to prevent spills.

WCUSD assigns devices to students for educational use, and they remain the property of WCUSD.

- Elementary school students return devices at the end of each school year.
- Middle and high school students keep their assigned device for four years and return it to the school's library media center at the end of 8th or 12th grade.

Technology Repair/Replacement Fee

Students are responsible for the care of their assigned device and accessories. Damage beyond normal wear and tear, whether accidental or intentional, will result in a fee. This includes, but is not limited to, cracked screens, broken ports, missing keys, and writing or etching on the device. To ensure fairness and consistency for all families, WCUSD does not make exceptions for accidental damage. Students are expected to take proper care of their devices and avoid situations that may lead to damage.

Fees may apply as follows

- Lost Device or Damaged Device Beyond Repair..... \$350.00
- Accidental or Intentional Damage \$50.00
- Lost/Damaged Charger or Stylus \$30.00
- Device Carrying Case Replacement \$10.00
- Stolen Device - \$0.00 (Only if a police report is provided)
 - Report the theft to your school site immediately.
 - Provide a copy of the police report to qualify for fee waiver consideration.



Invoices will be sent to the parent or guardian via email through Incident IQ and also

Internet Safety and Filters

All WCUSD-issued student devices include internet filtering, even when used outside of school. Filters are enabled in accordance with WCUSD Board Policy and are designed to help protect students when browsing the internet on school devices.