



# San Pasqual Valley Unified School District

Route 1, 676 Baseline Road, Winterhaven, CA 92283

Phone: (760) 572-0222 FAX: (760) 572-0711

## 2020-2021 Distance Learning Device

Excellence in Education—  
Making the Dream Come True

### Laptop Sign-Out and Parent/Guardian Permission Form

Rauna Fox  
District Superintendent

**\*\*\*Student must have a completed registration packet with proof of residency on file in order to be issued a device**

Student Name:	Staff Member:
School:	Staff Member Signature:
Serial Number:	Condition of Computer:
Date Signed Out: Date of Expected Return:	Description of any Damage to Computer:

Students may sign out laptops as per the direction of the lending teacher. The student must follow said plan for signing out and returning the laptop. Students may checkout laptops for the following reasons (please check the appropriate box for each situation):

- Special project
- Credit recovery
- Graduation requirement
- Virtual learning as determined by teacher and/or administration
- COVID -19 work from home

#### Laptop Care:

- Laptops should not be left unattended and must be left in a safe, secure location.
- Laptops should not be stored in extreme cold or heat.
- Laptops should be charged and ready for class upon their return.
- Laptops should never be loaned out.
- If a student forgets to return their laptop on the expected date of return, a parent or guardian will be contacted and will be expected to bring it to school immediately.

#### General Use of the Laptop at Home:

- Laptops should be used only for educational tasks, and only with the programs that the teacher allows. Games, Social Media, internet games, YouTube, chat rooms, instant messenger, fantasy sports, etc., are NOT PERMITTED and SHOULD NOT BE DOWNLOADED AT ANY TIME.
- Laptops should be used in a common family location with adult supervision.
- Laptop should only be used by the student who checks it out.
- Students are expected to provide their parents with their login/password if needed. The login for this laptop is "student."
- Parents are expected to monitor the use of the internet at home.
- Students may not, under any circumstances, install software onto the computers.
- Students hacking or altering unauthorized files will result in loss of computer use, at the discretion of administration.
- Students must not move any equipment. Keyboards and keys on the keyboard must not be swapped or disconnected.



#### Board of Trustees

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- Any behavior which threatens the physical safety of the equipment will result in the loss of the computer use, at the discretion of administration.
- Students shall not change the desktop, screen saver, etc.
- Students shall only save their work into their personal Google Drive or approved USB drive.
- Inform your teacher or administrator if anything goes wrong with your laptop.
- The students know what is acceptable and what is not.
- Seniors, if the laptop is not returned by the agreed upon date, The District will retain your diploma until the laptop is returned or The District has been reimbursed for the cost of the laptop.

**Student Agreement:**

I agree to the expectations outlined above. I understand that if I do not follow this agreement, I may have my take-home permission revoked for the remainder of the school year and other laptop/internet access restrictions or consequences may apply. I understand that if I do not return this laptop by the above agreed upon date, my report card and/or diploma (seniors) will be retained by The District until the laptop is returned or the cost of the laptop is reimbursed to The District.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Parent/Guardian Agreement:**

I support the conditions outlined above and grant permission for the laptop to be checked out for my child's educational use at home. I understand that if my child does not follow the rules outlined above, the checkout permission may be revoked and other restrictions and disciplinary consequences may apply. I understand that if my child does not return this laptop by the above agreed upon date, their report card and/or diploma (seniors) will be retained by The District until the laptop is returned or the cost of the laptop is reimbursed to The District.

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_