



## 2023-2024 PORTOLA HIGH SCHOOL Chromebook Request & Agreement Form

All learners at Portola High School are expected to have a laptop on campus daily for classroom assignments. Learners have the option of bringing a personal laptop or checking out an IUSD issued Chromebook. All learners are expected to follow the [IUSD Technological Resources Acceptable Use Policy](#) when using IUSD technology devices or resources.

### **Personal Devices**

Learners may bring a personal laptop to PHS to complete classroom assignments. Tablets and smartphones are not acceptable forms of personal devices. Learners are expected to bring their device fully charged to school each day. PHS is not responsible for repairs, damage, or troubleshooting of personal devices.

### **IUSD Chromebooks**

If a learner does not want to bring a personal device, they may check out an IUSD issued Chromebook from the Learning Commons. Learners are expected to bring their device fully charged to school each day. We highly suggest that families purchase insurance for any IUSD devices that are checked out (see information below) otherwise the learner is responsible for all damages or repairs to the device.

#### **To checkout an IUSD Chromebook:**

- Learners and parents/guardians checking out a Chromebook must print, complete, and sign the **Chromebook Request and Agreement Form** below and submit it to the Learning Commons before checking out a Chromebook
  - This form only needs to be submitted for learners checking out a new device
- Paper copies are also available in the Learning Commons for those who do not have a printer

### **Chromebook Insurance**

Chromebook insurance is available for \$20 through MySchoolBucks and covers all costs of repairs and damages. Insurance must be purchased each school year the learner has a device for it to be valid. For more information about Chromebook insurance, click [HERE](#).

### **Questions**

If you have any questions regarding Chromebook devices please contact the IUSD Help Desk at [helpdesk@iusd.org](mailto:helpdesk@iusd.org)

**2023-2024 PORTOLA HIGH SCHOOL  
CHROMEBOOK REQUEST & AGREEMENT FORM**

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

**Student ID Number:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

All learners at Portola High School are expected to have a laptop for classroom assignments. The following form is to notify PHS if you do not have a personal device and need to check out an IUSD issued Chromebook. All learners are expected to follow the IUSD Technological Resource Acceptable Use Policy signed at the beginning of each school year and agree to the terms below for the duration of the checkout. This form should be filled out and returned before checking out a Chromebook. Paper copies are also available in the Learning Commons.

**Please check each box if you, the Portola High School student, agrees:**

I will take all necessary precautions to make sure that this equipment is kept safe from harm and/or theft. I will keep the equipment locked up and secure at all times when it is not in use.

I understand all equipment and all software contained therein shall only be accessed and used by the student for authorized District school work.

I understand the assigned equipment is the property of the Irvine Unified School District and I understand that I must return this equipment to the District immediately upon the occurrence of any of the following circumstances: (1) the end of my enrollment at the school that issued the device; (2) at the request of school or IUSD Administration.

I understand that it is my responsibility to immediately report a theft of this equipment to the police, and that I will thereafter contact IUSD's Risk Management Department (949) 936-5267 with the Law Enforcement contact name and case number as soon as it is practical.

I understand it is my responsibility to immediately report the loss of or damage to the equipment to my school site administrator. I will not disassemble any part of the device, attempt any repairs, or contract a repair service to work on the device. I understand that I am responsible for the replacement cost of the device if damaged, lost or stolen while issued to me (EC Section 49014 (g) (1)).

**The student and parent/guardian signing this form acknowledges that the student and family shall hold harmless the Irvine Unified School District for any unauthorized access to or inappropriate websites the student may access while using this equipment.**

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<b>Student Name (please print)</b>	<b>Student Signature</b>	<b>Date</b>
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<b>Parent/Guardian Name (please print)</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>
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