



Pacifica School District Student Device Loan Agreement

Pacifica School District (PSD) is proud to provide all students with access to district-issued Chromebooks, other approved educational devices, and accompanying accessories. These tools are designed to support learning both in the classroom and at home, reflecting our commitment to promoting digital literacy, fostering responsible technology use, and ensuring equitable access to learning resources for all students.

For students in grades TK-8, this Device Loan Agreement outlines the specific terms and conditions for borrowing district-issued technology. All devices remain the property of Pacifica School District and are intended solely for educational use. Use of district technology is a privilege, not a right, and may be revoked if students fail to follow expectations outlined by the school or district. Accordingly, students should have no expectation of privacy when using PSD-issued devices. Appropriate use, responsible digital behavior, and adherence to safety protocols are required at all times.

Our goal is to enhance student learning through meaningful engagement with educational technology while preparing students for success in a digitally connected world. Safe, respectful, and responsible device use is essential to maintaining a positive and productive learning environment.

This Device Loan Agreement outlines the terms and conditions for borrowing district-issued technology. By signing, students and parents/guardians agree to follow all guidelines related to the care, use, and return of equipment. For more information, please refer to the Student Acceptable Use Agreement (AUA) and Board Policy 6163.4: Student Use of Technology, available on the Pacifica School District website.

We appreciate your partnership in supporting your child's educational journey through the responsible use of technology.

Student Responsibilities

Students in grades TK-8 agree to:

Be prepared

- Bring the Chromebook to school each day, fully charged.
- Transport it safely to and from school.

Use responsibly

- Only use the device with teacher permission and stay on approved websites, apps, and programs.

Handle with care

- Keep food and drinks away to prevent spills and damage.
- Use clean hands when operating the device.
- Do not place heavy items on the Chromebook or lift it by the screen.
- Insert and remove charging or USB cables gently.

Use appropriately

- Access only your [@psdkids.net](https://psdkids.net) account.
- Use the device exclusively for school-related tasks.
- Do not install unauthorized apps or attempt to alter the device's software or settings.

Respect school property

- Do not remove or cover PSD asset tags.
- Do not apply stickers or write on the Chromebook or its case.

Be accountable

- Keep the device secure at all times; do not share it with other students.
- Immediately report any issues, damage, loss, or theft to school staff.

Family Responsibilities

Parents/Guardians agree to:

- Support student responsibilities as outlined in this agreement.
- Monitor their child's internet use at home.
- Encourage healthy screen time habits and regular breaks.
- Ensure the device is charged and cared for each day.
- Report lost or stolen devices to the school immediately; file a police report if stolen off campus.
- Report technical issues or damage through the PSD tech support system:
It.Help@pacificasd.org.
- Accept financial responsibility in cases of loss, willful damage, or irreparable damage.

Device Care Guidelines

To protect the Chromebook and its accessories:

- Do not place heavy items (books, binders) on the device.
- Do not lift the Chromebook by its screen.
- Store carefully in backpacks, beside books, not beneath them.
- Clean the screen only with a dry microfiber or lens cloth.

- Do not use liquids or sprays, and never attempt self-repairs.

Use Guidelines

- District devices are for educational use only.
- Personal gaming, messaging, or streaming is not permitted.
- Students may not bypass web filters or disable management settings.
- All online activity is subject to monitoring by district staff.
- Students must comply with the PSD Acceptable Use Agreement (AUA) and district policies.

Internet Access & Filtering

- All PSD-issued devices are filtered in accordance with CIPA regulations, both on and off campus.
- Use of VPNs, proxies, or tools to bypass content filters is strictly prohibited.
- Families needing internet access at home may request a district-issued hotspot or broadband referral. Contact your school for support.

Screen Time & Wellness

- Take breaks every 15–20 minutes to rest your eyes and stretch.
- Avoid using the Chromebook on your lap for long periods due to heat.
- Families should establish balanced screen time routines at home.

Loss, Theft, and Damage

Families are responsible for the care and return of all issued devices. Estimated replacement costs may include:

Issue	Estimated Fee
Lost or stolen Chromebook	Up to \$420 (depreciated annually)
Lost or damaged charger	\$30
Damaged screen, keyboard, or body	Cost varies by assessment

- PSD may cover accidental damage up to the depreciated value if repairable.
Note: *"Accidental damage" does not include intentional damage, neglect, or repeated mishandling.*
- Families are financially responsible for loss, irreparable damage, or intentional misuse.

Device Return

District devices must be returned:

- District devices must be returned at the end of the school year, unless specific approval is granted for extended use (e.g., summer programs or special circumstances).
- If the student withdraws, transfers, or disenrolls
- Upon request from school staff

Failure to return the device in good working condition may result in full replacement charges and/or holds on report cards, transcripts, or student records.

Monitoring & Privacy

- PSD-issued devices are district property.
- Internet use, browser history, and account activity may be monitored or reviewed at any time.
- Devices are subject to random inspection. Students may not delete history, disable filters, or tamper with security tools.

Violations & Consequences

Misuse of a PSD-issued device may result in:

- Temporary or permanent loss of device privileges
- Disciplinary action per school policy
- Financial liability for repair or replacement
- Referral to law enforcement in cases of illegal or malicious activity

Acknowledgment & Agreement

For Students in Grades TK-8: By signing below, I promise to do my best to follow the rules for using my Chromebook and to take good care of it.

Student Information (Grades TK-8 encouraged to sign)

Student Name (print): _____

Student Signature: _____

Date: _____

For Parents/Guardians: By signing below, we acknowledge that we have read, understood, and agree to comply with the expectations and responsibilities outlined in this agreement regarding our

child's use of their district-issued device. We also understand our responsibilities for device care and financial liability as detailed herein.

Parent/Guardian Information

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____