

There is a need for Elk Grove Unified School District (EGUSD) to distribute technology equipment to students who have limited or no access to devices at home. Our goal is to ensure that every student has equal access to technology equipment in order to provide distance learning during the time in which schools are closed.

As with any borrowed school property (textbook, library book or sports equipment), any technology equipment checked out to the student is the responsibility of the legal parents/guardians and the student to ensure the safety and security of the device at home. If the EGUSD issued devices are willfully damaged or not returned to EGUSD, **the legal parents/guardians and student are responsible to work with the school site to recover the cost of repair or replacement (AR 5125.2).**

All EGUSD technology equipment **MUST** be returned in the same working condition into the school site when directed.

Please carefully review the Responsible Use and Care Guidelines listed below:

Responsibility & Care of EGUSD Technology Equipment

- Students **MUST** make all EGUSD issued devices available to any school administrator or teacher for inspection.
- Students **MUST** report to school administration or teachers any inappropriate communications while using EGUSD devices.
- Students **MUST** keep all EGUSD issued devices free of any physical damage, writing, drawing, stickers, or non-EGUSD labels.
- Students **MUST** never leave technology equipment in unsupervised areas, to prevent devices from being damaged or stolen.
- Students **MUST** always log out, turn off, and secure their EGUSD issued devices to protect their work/information.
- Students **MUST** never attempt to gain access to another student's accounts, files, and/or data under any circumstances.
- Students **MUST** never attempt to bypass District security, filters, and/or safeguards on the device.
- Students **MUST** only use a clean, dry, soft cloth to clean EGUSD technology equipment; no cleansers or liquids of any type.
- Students **MUST** not place liquid near any EGUSD issued devices to avoid causing liquid damage. If any EGUSD technology equipment has liquid damage, do **NOT** plug it into a charger or power the device on. Turn the EGUSD issued device off, unplug the charger, and contact the school site immediately for instructions, drop-off, repair, and loaner check-out.

Legal Parent/Guardian's Responsibility for Using EGUSD Devices at Home

- Talk to your children about values and the standards that your children should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Regularly monitor your child's device use and Internet activity to ensure only appropriate content is being accessed.
- Ensure that your child is maintaining the safety and security of the assigned EGUSD devices and using them responsibly.

Malfunction, Damage, Loss & Theft

- Any EGUSD issued devices that malfunction or are damaged **MUST** be immediately reported to the support number below for instructions, drop-off, repair, and loaner check-out. Students and legal parents/guardians will **NOT** be held responsible for any pre-existing damage (small scratches, minor dings, etc.).
- Any EGUSD issued devices that are lost or stolen **MUST** be immediately reported to the number below. Devices that are lost or stolen will result in an initial conversation with school staff, students, and/or parents/guardians. *Determination on continued access thereafter will be made on a case-by-case basis.*

Student Technology Equipment Support

Reach out via the information below if any EGUSD technology issued devices malfunction, become damaged, are lost, or stolen.

For any EGUSD curriculum support and learning opportunities, please work with your student's teacher.

- Email: stusupport@egusd.net
- Phone: (916) 686-0245 (Note: This is a limited support number and you may need to leave a voicemail with a call back number.)

By borrowing a Chromebook, the legal parents/guardians and the student agree to the terms of this Technology Loaner Acknowledgement for Distance Learning and the student is given the privilege to use the EGUSD issued technology devices at home. All EGUSD issued technology equipment is the property of EGUSD and all borrowers will follow the [Educational Use of the Internet Agreement and Digital Citizenship in the EGUSD Parent and Student Handbook](#), the [Use Of Technology In Instruction - AR 6162.7/BP 6162.7](#), the Instructional Services and Resources - BP 6162.1, and the [Application for Educational Use of the INTERNET - AR 6162.7](#).

Internet Access

After receiving EGUSD technology issued devices, students will need to connect all EGUSD technology equipment to power. An EGUSD issued Chromebook **MUST** be connected to a Home/Public/EGUSD Cellular Hotspot wireless network (*commonly known as a Wi-Fi network*) to access the Internet. All EGUSD Chromebooks will receive Student Content Filtering to ensure that student's access to the Internet adheres to the Elk Grove Unified School District's standards. By design, Chromebooks require an Internet connection; network connectivity at home will be essential.

For households who do NOT already have Internet access at home, we encourage you to follow-up with providers in our area. Please review the EGUSD's [Internet Access Resources for Families](#) on the District website. The advantage of using an internet provider is that personal devices in the home will have access to the Internet. Personal Devices will **NOT** be able to connect to the EGUSD Hotspot.

EGUSD Cellular Hotspot

The District is offering a limited number of Cellular Hotspot devices to students (One per household) who do **NOT** have Internet access at home. Only EGUSD issued Chromebooks will be able to connect to the EGUSD Cellular Hotspot. Personal Devices will **NOT** be able to connect to the EGUSD Hotspot. An EGUSD Cellular Hotspot is a stand-alone device that uses a cellular data network to enable students to connect to the Internet anywhere that a cellular network is available. **By accepting this device you are agreeing to not tamper with security settings and are responsible for the way it is used.**

- Before using the EGUSD Cellular Hotspot, **ensure that the battery is fully charged**. It normally takes 3-5 hours to fully charge the Cellular Hotspot. To prevent damage, only charge the device using the Micro USB Charger that came with the EGUSD Cellular Hotspot.
- Do **NOT** leave the EGUSD Cellular Hotspot in direct sunlight to prevent the device from overheating or malfunctioning.
- To turn on the EGUSD Cellular Hotspot, **press and hold the power button on the side for 3 seconds**. When the hotspot power-up sequence is complete you will see the word **Welcome** on the display.
- After turning on the EGUSD Cellular Hotspot, your EGUSD Chromebook should automatically connect to the **EGUSD-Chrome** network. If your Chromebook does **NOT** automatically connect to the EGUSD-Chrome network, you will need to switch the Chromebook to EGUSD-Chrome Wi-Fi network to connect to the hotspot. If you do **NOT** see the EGUSD-Chrome network as an option, please power cycle the Chromebook (*turn-off, then turn-on*) and/or charge the EGUSD Cellular Hotspot.
- On the EGUSD Cellular Hotspot in the top left-hand corner of the screen, are **five lit signal bars** that will indicate the strength of your network signal. There must be bars showing in the top left-hand corner to have an Internet connection. **If the signal strength is low or no bars are showing, you will need to physically move the hotspot to a location that has a stronger signal.**



Note: Moving from one room to another or moving from one side of the house to another may result in a better cellular connection. Keep in mind that bricks, metal in walls, other wireless appliances (baby monitors, garage door openers, etc.), kitchen appliances (microwave, fridge, etc.), and/or other Wi-Fi networks may cause Internet connectivity issues.

- On the EGUSD Cellular Hotspot in the top right-hand corner of the screen, is a battery icon. If the Cellular Hotspot battery gets low the battery outline will begin blinking; make sure to charge the device. To prevent causing damage and voiding the warranty, only charge the device using the Micro USB Charger that came with the EGUSD Cellular Hotspot. **The EGUSD Cellular Hotspot must be charged and powered on to provide an Wi-Fi signal.**
- After completing all your classwork, make sure to power **OFF** the EGUSD Cellular Hotspot. **Hold down the hotspot power button** until you see the words **Goodbye** across the screen as the device powers off.