

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.**

All EGUSD technology equipment **MUST** be checked back into the school site when EGUSD resumes regularly scheduled classes or at the end of the school-year **May 29, 2020**, whichever comes first.

**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 the screen and/or keyboard; no cleansers or liquids of any type.
- Students **MUST** not place liquid near any EGUSD issued devices to avoid causing accidental 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](mailto: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](#), and the [Application for Educational Use of the INTERNET - AR 6162.7](#).

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/Cellular Hotspot/Public wireless network (*commonly known as a Wi-Fi network*) to access the Internet. 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, three providers in our area are offering low-cost or limited-time no-cost service to qualifying families. We encourage you to follow-up with the three providers in our area: **Comcast Essentials, AT&T Access, and Consolidated Communications**. For more information, review the EGUSD's [Internet Access Resources for Families](#) on the District website. The advantage of using a provider is that more people in the home can have access to the Internet. **By relying solely on a District Cellular Hotspot, only the EGUSD issued Chromebook will be able to use the Internet connection.**

All EGUSD technology issued devices will receive Student Content Filtering to ensure that student's access to the Internet adheres to the Elk Grove Unified School District's standards as stated in 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](#), and the [Application for Educational Use of the INTERNET - AR 6162.7](#).

## How to Connect to an Available Wi-Fi Network

1. After powering the EGUSD Chromebook on, students will see the EGUSD login screen. Before logging in, click the **Network Icon** in the lower-right hand corner of the Chromebook screen. In the menu that appears, click the **Network Icon**.
2. To enable Wi-Fi, click on the **Toggle** next to the Wi-Fi menu. The toggle must be blue for Wi-Fi to be enabled and to detect nearby networks. Available networks will now automatically show up in the wireless network menu. To connect to a network, select your preferred **Wi-Fi Network Name**.

**Note:** If the Wi-Fi is a **Private/Secured network** you will be prompted for a password. Secure networks show a lock next to the Wi-Fi icon and require additional information or a password before you can connect.

3. When you see the **Network Icon** with lit signal bars in the lower-right corner of your screen, that means your Chromebook is connected to the network. **EGUSD Chromebooks should remember the network the next time you need to connect.** The lit signal bars will indicate the strength of your network signal. If the signal strength is low, you may need to move closer to your wireless router. If the icon is flashing, that means the connection is being established.

**Note:** If you see a network icon with an "X" in the middle , you are not connected to any network. To connect, you may need to move closer to your wireless router, reset the wireless router (power it on and off again), or contact your wireless network provider.

4. After establishing your Wi-Fi network connection, you may now login to your EGUSD Chromebook using your assigned **EGUSD Username and Password**, just like you do at school. Your EGUSD username is your: **Student\_ID\_Number@egusd.net**.

**Important!** Only EGUSD student accounts will be able to login to EGUSD managed Chromebooks. Personal Accounts are **NOT** permitted to login to EGUSD technology issued devices to ensure the safety and security of all student data.

