



Request To Borrow School District Device

The District provides access to computer equipment, communications equipment, software, email, internal and external portals, and the Internet for the purposes of supporting the education of students and for conducting valid District business. The District is committed to ensuring that District devices and network systems are used appropriately to address educational goals and that students are aware of their responsibilities for acceptable use.

When devices are borrowed for home use, parents and students agree to abide by all procedures and expectations for use as outlined in West Vancouver Schools [Administrative Procedure 140](#) and [Appendix](#). Specifically:

- Borrowers of District owned devices must conduct themselves in a responsible, respectful, ethical and polite manner, as they would in any other environment where they represent their school.
- Borrowers are responsible for the activity conducted on the device.
- Any borrower identified as a security risk may be restricted in their use or have the device removed.
- The sole purpose of student access to borrowed devices is to further the learning objectives of their educational program.
- Inappropriate use or prohibited use may lead to a suspension or termination of borrower privileges, and possible other consequences, including disciplinary or legal action.

In addition, devices should be kept in excellent working order and cleaned regularly. Before being returned to the school, please make sure you thoroughly clean the device using the steps found on the attached page.

I have reviewed the West Vancouver School District AP 140 District Electronic Information Systems Acceptable Use guidelines and Appendix, I have discussed them with my child, and I agree to abide by them:

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Device Identification Details: _____

This Device must be returned to _____ School by June 26, 2020

Directions for Cleaning District Devices

Disinfecting Your Device – Clorox Disinfecting Wipe (Option 1)

- Remove from any case, unplug all cables, and turn off the device.
- Using a Clorox Disinfecting Wipe, gently wipe the hard, nonporous surfaces, front and back.
- Avoid getting moisture in any opening.
- Go over the edges of the device to make sure to disinfect all of the crevices.

Disinfecting Your Device – Isopropyl Alcohol (Option 2)

- Remove from any case, unplug all cables, and turn off the device.
- With a 60-70% isopropyl alcohol, moisten a microfiber cloth until it's just damp. Please do not spray directly onto the device.
- Wipe down the device, front and back, with the microfiber cloth.
- Dip a Q-Tip or cotton swab and go over the edges of the device to make sure to disinfect all of the crevices.

When to Disinfect

- Each school should have a routine/plan for regularly disinfecting iPads. If iPads are used heavily in your environment, you should disinfect them more often.

IMPORTANT:

- Please *do not* use isopropyl or Clorox wipes on *porous* surfaces. This would include a regular LCD screen (not glass). This may permanently damage the device.
- You can find more information from Apple here: <https://support.apple.com/en-us/HT204172>
- You can find more information from Lenovo here: <https://support.lenovo.com/us/en/solutions/migr-52190>