

## PURPOSE

The Device or Hotspot Request via Parent Portal allows Parents/Legal Guardians to request an electronic device or hotspot for their student(s).

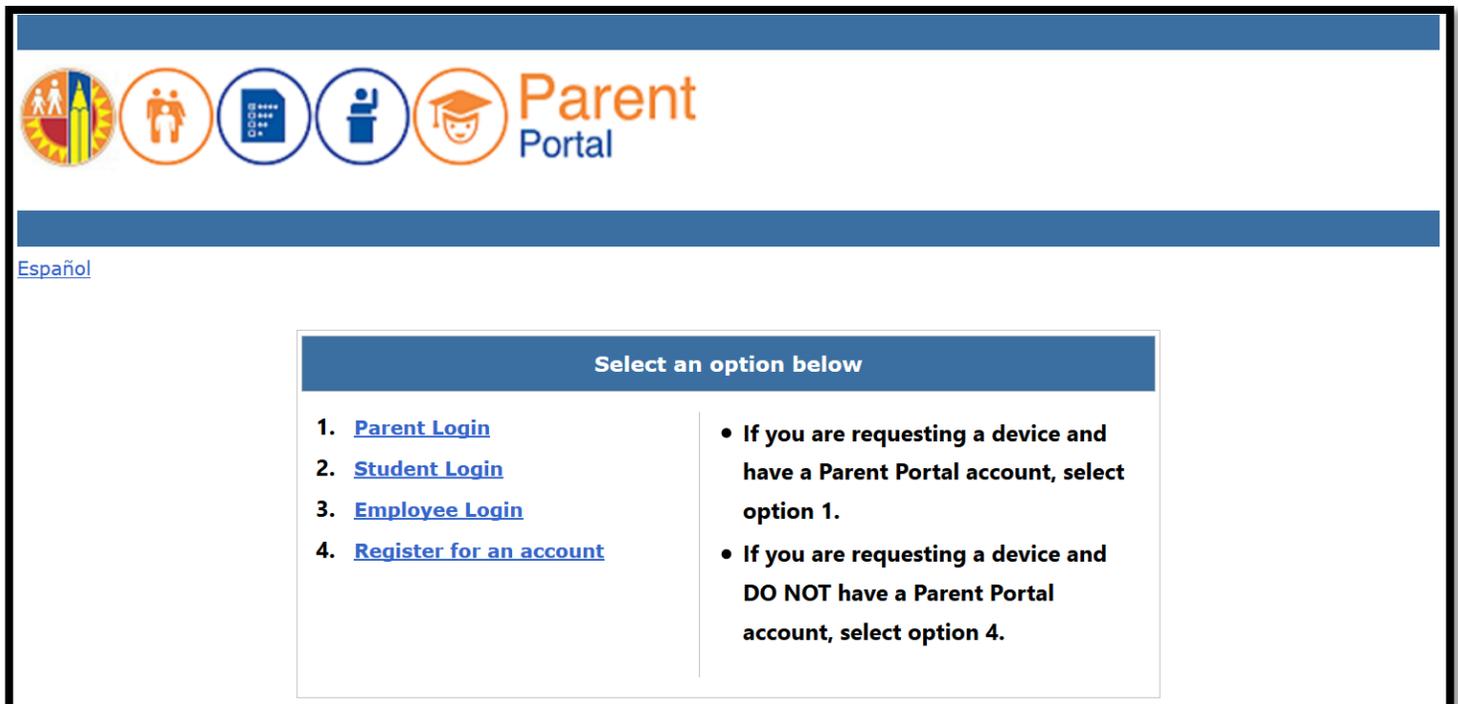
The job aid provides directions to:

- Apply for an electronic device and/or a hotspot via the Parent Portal

Parent/Legal Guardian will be able to login to **parentportal.lausd.net** using their Parent Portal Single Sign-On (SSO) account. For more information regarding your Parent Portal Single Sign-On (SSO) account, or creating a Parent Portal Single Sign-On account, please visit the Parent Portal Resource website: <https://achieve.lausd.net/Page/10470>.

## PROCEDURE – LOGIN TO PARENT PORTAL

**STEP 1** Launch <https://parentportalapp.lausd.net/parentaccess/> Log into your Parent Portal account.



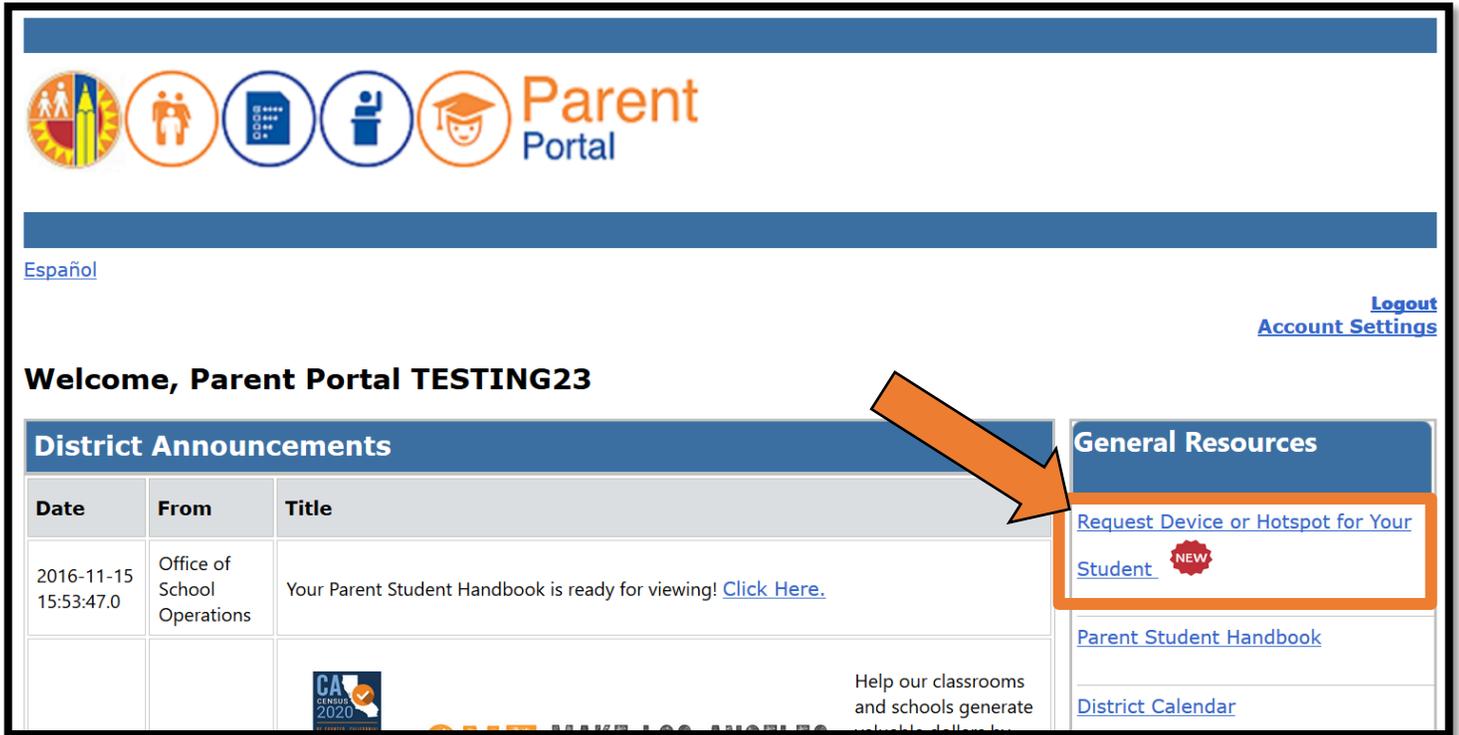
[Español](#)

Select an option below

1. [Parent Login](#)
2. [Student Login](#)
3. [Employee Login](#)
4. [Register for an account](#)

- If you are requesting a device and have a Parent Portal account, select option 1.
- If you are requesting a device and DO NOT have a Parent Portal account, select option 4.

**STEP 2** On the right side of the screen, under General Resources, click on **Request Device or Hotspot**.



**PROCEDURE – FILL OUT THE STUDENT DEVICE CHECKOUT FORM**

**STEP 3** A new window will open. Fill out all the required fields in the Student Device Checkout form.

**Parent/Guardian Information**

First name \*  Last name \*

Address \*  City \*

State \*  ZIP Code \*  Email

Phone #

**Student Information**

First name \*

Last name \*

Birthday \*

Grade level \*

School \*

Room number/homeroom

Does the student have a district-issued computing device at home? \*

Does the student have Internet access at home? \*

**Security**

1. I will know where my assigned device is at all times.
2. I will never leave my assigned device unattended.
3. I will secure my assigned device when I am participating in PE by putting it in my locker or other secure location, unless instructed to bring the device to PE class by the teacher.
4. I will never loan my assigned device to anyone.
5. I realize that security devices have been installed on the assigned device that permit tracking and that usage will be monitored.
6. I will, at all times, keep myself safe and will use the device only in areas where I can keep myself and the device safe.

Parent initial \*

Student initial \*

**Care**

- 7. I understand that the device assigned may include a protective case that is to remain on the device at all times. This case may not be removed or replaced.
- 8. I will protect the screen from scratches.
- 9. I will keep food and beverages away from my assigned device since they may cause damage to it.
- 10. I will not mark, draw, write or place unapproved stickers on the device or case.
- 11. I will not disassemble or attempt any repairs on any part of my assigned device. Doing so will void the device's warranty.
- 12. If damage occurs, including, but not limited to, scratches, cracks or dents, I will report the damage to the school administration within 24 hours or as soon as possible thereafter.
- 13. In the case of theft or vandalism, I will file a police report and notify school administration within 24 hours or as soon as possible thereafter.

Parent initial \*

Student initial \*

**Usage**

- 14. I will follow the LAUSD Responsible Use Policy (RUP) for use of LAUSD computers and network systems.
- 15. I will not reformat the device, tamper with its security settings, or change its operating system (e.g., iOS for Apple Devices).
- 16. I will adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.
- 17. I will not engage in any harassment or acts of intimidation (cyber-bullying) in an attempt to harm other people using my assigned Device or any other electronic device.

Parent initial \*

Student initial \*

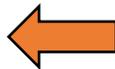
**Responsibility**

- 18. I understand that my assigned device is subject to inspection by any staff member, teacher or administrator at the school, at any time and without notice. I further understand that the device remains the property of LAUSD.
- 19. I agree to return the device, related accessories and device case in good working condition (with the exception of normal wear and tear) immediately upon request by LAUSD.
- 20. I will return the assigned device to my school administrator (or designee) at the end of each school year. If I withdraw, am expelled, or terminate enrollment at my school for any reason, I will return the assigned device and accessories on the date of termination to the school's administrator. I will not engage in any harassment or acts of intimidation (cyber-bullying) in an attempt to harm other people using my assigned Device or any other electronic device.
- 21. I have completed the Digital Citizenship lessons.

Parent initial \*

Student initial \*

[Click here to add additional LAUSD students in household](#)



**Note:** To add additional students, click on "**Click here to add additional LAUSD students in household**".

You will need to fill out the following for each student:

- Student Information
- Parent Initials and Student Initials for all sections (Security, Care, Usage and Responsibility).

I'm not a robot



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**STEP 4**

When you finish adding students, select **I'm not a robot** and the **Submit** button will appear. Submit your form and you will receive a confirmation number. Make sure to write down the confirmation number.

[Click here to add additional LAUSD students in household](#)



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Submit