

TechRefresh: Employee Sign Off

01. Log in

- Go to device.lausd.net
- Sign in using your single sign-on
- Click **Log In**

Welcome to a new and simplified way of managing student devices and connectivity.

Thank you for your interest in our ECF program. You may submit an application, but please be aware that the **demand may surpass our available supply of devices**. Should we exhaust our device inventory, we will inform you if your request is affected and will be canceled.

If you have any questions, please contact the ITS Help Desk at 213-443-1300.

When you log in you will be asked to:

- Let us know if you need a device such as a chromebook
- Let us know if you need connectivity
- Sign the Responsible Use Policy (RUP)
- Sign the Parent Acknowledgement Form otherwise known as the Rules Concerning Use of Loaned Computing Devices (i.e., Tablets, Laptops) and Related Accessories Assigned to Students



LAUSD Parent/guardian



LAUSD DACE Student



LAUSD Employee

02. Form

- Review terms and agreements for your newly issued device
 - The device issued to you through the TechRefresh project belongs to your current school. If you transfer to a different school or leave the district, you must return the device before your departure. Under no circumstances can the device be taken to another school or district location. Failure to return the device will result in a violation of district policy.
- Select the **check box**
- Click **Sign Agreement**

Employee
Acceptance

Connectivity
Status

Tech Refresh Sign
Off

Employee Tech Refresh Sign off

Hello, below are the terms and agreements for your newly issued device.

TERMS AND AGREEMENT

Devices property is purchased with public funds and may not be used for personal benefits. With authorization, an employee may borrow equipment/property for use consistent with relative District rules, policies, and regulations.

The loaned equipment/property is subject to the following terms:

1. Loaned equipment/property listed on this form may be used off premises of the LAUSD only in furtherance to educational or administrative objectives of the LAUSD.
2. Use of equipment/property for the benefit of persons or organizations other than the assignee is not authorized.
3. Loaned equipment/property listed on this form shall be reasonably safeguarded and secured in accordance with Board Rule 1704, Administrative Regulations.
4. Restoration will be made for willful or negligent loss, damage, or improper use.
5. Use of equipment/property for reasons other than its intended purpose may be subject to disciplinary action.
6. Loaned equipment/property listed on this form remains the property of the LAUSD and will be returned on or before expiration of the loan period indicated in Section A.
7. The District reserves the right to inspect the equipment/property prior to the return date.
8. The receiving office agrees to return the equipment/property prior to the return date.
9. Any loss of equipment/property shall be immediately reported to LAUSD School Police at 213-625-6031 and reported to the LAUSD Service Desk at 213-241-5200.
10. To view Site Computer Inventory Policy, please [click here](#).

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☐ I agree to the terms and conditions above.

Sign Agreement

Name: **DIANA GUTIERREZ**

Email: **diana.gutierrez @lausd.net**

Date: **8/1/2024**

You signed this agreement at **8/1/2024 7:35:23 AM.**