

# How to Submit Parent Portal Request?

## 01. Log in

- Go to <https://device.lausd.net/>
- Click **LAUSD parent/guardian**

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

The Student Device Checkout Form has been updated and is now the Parent Acknowledgement and Device/Connectivity Request Form.

This new form offers parents and guardians a few key benefits:

- Log in securely using a Parent Portal account. The special access code from 2020 is a thing of the past.
- Use just one form for all students in a household. It's no longer necessary to submit multiple forms for different students.
- Use a single form to grant permission for students to check out devices and provide information about off-campus connectivity.



LAUSD parent/guardian



LAUSD DACE Student



LAUSD employee

## 02. Sign in

- Sign in using parent portal account
- Click **Login**

Email lausd.test@gmail.com

Password .....

Login

## 03. Request Device

- Select **I am requesting a device and/or connectivity for remote learning**
- Verify **Parent/Guardian** information and home address

Los Angeles Unified School District  
Parent Acknowledgement and Device/Connectivity Request

I am requesting a device and/or connectivity for remote learning

I need to complete a Parent Acknowledgement form

### Parent/Guardian Information

Parent name  
testlausd2 test

Parent email  
lausd.testuser2@gmail.com

Phone # \*  
818-424-0554

Home address \* 1148 S Townsend Ave City \* Los Angeles

State \* California ZIP Code \* 90023

# How to Submit Parent Portal Request?

## 04. Questionnaire

- Answer questions 1 and 2
- 1. I need a free district-provided device. My student would not be able to participate in online learning and do their homework when away from school without it.
  - **Yes**
  - **No**
- 2. I need free district-provided internet connectivity. My student would not be able to participate in online learning and do their homework when away from school without it.
  - **Yes**
  - **No**

1. I need a free district-provided device. My student would not be able to participate in online learning and do their homework when away from school without it. \*

- Yes  
 No

2. I need free district-provided internet connectivity. My student would not be able to participate in online learning and do their homework when away from school without it. \*

- Yes  
 No

## 05. Agreement Form

- Please initial each section. Enter your initials to indicate that you understand and agree to the statements shown.
  - **Security**
  - **Care**
  - **Usage**
  - **Responsibility**
  - **Responsibility for Loaned Computing Devices Assigned to Students**
- Click **Submit**
- You will receive a confirmation email

### 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 \*

TK

### 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 \*

TK

### Parent/Guardian Acknowledgement

#### Responsibility for Loaned Computing Devices Assigned to Students

This document informs you of your legal responsibility with regard to the device and its related accessories, which may include case, keyboard cable and battery charger ("Loaned Equipment") described below, that the Los Angeles Unified School District ("LAUSD") is loaning to your child.

LAUSD may hold liable a parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any property of LAUSD, or fails to return any property of LAUSD upon demand of LAUSD, for all damages caused by the minor. (See, District Bulletin BUL-SS09-3, Restitution Procedures for the Loss or Damage of School Property, dated July 25, 2018, and California Education Code §48904.1(A)(5)) Moreover, I understand that the Loaned Equipment I agree to monitor and engage with my child when accessing online content away from school using the Device.

Parent Initial \*

TK

Submit