**Class Schedule and Curriculum Pick-Up**

1. Library tech provides a copy of [*Internet Device Expectations Agreement*](https://docs.google.com/document/d/1HURnUYNHgGwucdwxXSxXzyidfFjeD3vYTUSTLqTOFOA/edit) to student / parent.
2. Student and parent sign the *Internet Device Expectations Agreement* and return to library tech for device checkout.
3. Library tech notes the number of pupil edition computers and or KaJeets needed from *Internet Device Expectations Agreement* document and orders devices by using the[EL Materials Order Sheet](http://www.twinriversusd.org/Academics/Instructional-Materials/index.html).
4. Library tech keeps copy of the *Internet Device Expectations Agreement* and Destiny receipt in the iLit Binder (in alpha order) for Williams compliance purposes.
5. Student is assigned a computer that will remain in the iLit computer cart for **pick-up on the first day of class for pre-registration check-out.**
	1. Destiny receipt will be placed inside computer for student accountability.
6. Computer cart with assigned computers is sent to designated ELD class.
7. Library tech keeps unassigned computers in tubs provided by Instructional Materials Department.

 **KAJEETS ARE NO LONGER REQUIRED FOR THE iLit PROGRAM**

**First Day of Class**

1. **If Computer has NOT been assigned to student**
	1. Students will go to the library to get an *Internet Device Expectations Agreement*.
	2. *Internet Device Expectations Agreement* is signed by student and parent.
	3. Student returns signed  *Internet Device Expectations Agreement* to library tech.
		1. Library tech keeps copy of *Internet Device Expectations Agreement* in iLit binder.
	4. Library tech assigns a computer and/or KaJeet to student to take with them.

**Computer Use & Care**

1. Students will be allowed to take computer and/or KaJeet home.
2. Students will return the computer **each morning** to their ELD class to be charged in computer cart.
3. If the Internet Devices fails to work or service is interrupted, student needs to contact school’s library tech who will troubleshoot or contact TRUSD Help Desk at internal extension 55555.
4. Lost/misplaced/stolen Internet Devices should be reported to the Site Administrator immediately. Devices are the sole responsibility of the student. Students will be responsible for the cost of a lost/misplaced/stolen Internet Device in accordance with *Internet Device Expectations Agreement*, law, and District policies.
5. Students with iLit chromebook or Thinkpad should not receive an NDI laptop. Please contact ELSD for guidance.

**End of Year/ Mid-year Return**

1. The Internet devices must be returned prior to the end of the 2018-2019 school year in the condition issued, excluding normal wear and tear.
2. Students will receive notification from the Instructional Materials Center of date to be returned.
3. In the event that the student transfers to another school or school district, the student shall return the Internet Devices to the library tech prior to departing as part of the check-out process.