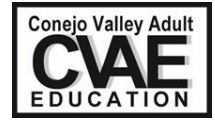


# Conejo Valley Adult Education

1025 Old Farm Road  
Thousand Oaks CA, 91360  
805-497-2761 Phone  
805-374-1167 Fax



Dr. Mark W. McLaughlin  
*Superintendent of Schools*

Mike Sanders  
*Principal*

## DEVICE TAKE-HOME AGREEMENT FOR CVAE STAFF AND/OR STUDENTS

Conejo Valley Adult Education (CVAE) has implemented a take-home program for staff/students, as needed, to facilitate distance learning.

Staff/Students are expected to exercise responsible behavior with the device, and will:

- Follow all directions given by teachers and staff members.
- Report any problems with the device to the teacher.
- Use the device in a responsible manner so as not to damage the device.
- Limit exposure to direct sunlight.
- Never leave a device unattended.
- Keep the device away from water and other liquids.
- Not adhere stickers, ink, or other decorative items to the device.
- Not allow others to access the device.

If the CVAE/CVUSD owned device is, lost, stolen or failed to be returned, it may result in the device being reported stolen to the Thousand Oaks Police Department.

- I understand that the device is provided for educational purposes, and that use for any other purpose is inappropriate. I understand that CVAE may, at any time, sequester any school district owned device in my possession. I hereby understand that the cost of repairing or replacing a lost or broken device is up to \$700.00.

Reason for request:

- Need for Medical class     Need for Computer class     Need for ESL class     Other: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
CVAE School ID #  
*need a [new ID number](#) or [forgot ID number](#)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit the signed form in person or email to [info@conejoadulted.org](mailto:info@conejoadulted.org).

OFFICE USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE			
Device Loaned: _____			
Issued Date _____	Department _____		ASAP Update <input type="checkbox"/>
Department Coordinator Name _____	Signature _____		
Return Date _____	Received By _____	ASAP Update <input type="checkbox"/>	