



Lamar High School Laptop Loan Agreement

School Year 2015 – 2016

An HP Elite Book will be loaned to the student named below under the following circumstances in addition to the HISD Student Laptop Loan Agreement for the 2015 -2016 school year.

1. PowerUp Laptop Must be in Cases

- a. 1st time offense: Next day student can bring the case to the IT office and get the laptop back.
- b. 2nd time offense: Same as above and a call home. Parents notified about damage consequences for being out of case for second time and what next actions will be.
- c. 3rd time offense detention will be issued. Student will not be issued laptop again under the HISD neglect clause.

2. Damage to Laptops

- a. 1st time IT department explains to student about damage of laptop consequences and replaces the broken laptop.
- b. 2nd time- Contact home and student will be issued detention with a video quiz to complete. Student will be issued laptop back after completing quiz in detention.
- c. 3rd time damage happens it is considered intentional damage and parent is responsible per HISD contract.

3. Laptop Hacking or Alteration Punishment

- a. Saturday school will be issued and students will be assigned some days in the Lamar Student Center, LSC.
 - i. Each situation will be decided on a case by case basis by the administration.

4. Laptop Checks

- a. Laptop checks will occur at least twice a semester. Students are expected to bring laptop, case, strap, and charger to school on those two days.
 - i. Students that do not follow this will receive a call home.
 - ii. They are also expected to bring items to the IT Office the following day.

5. Multiple Lost PowerUp Laptops

- a. If a laptop is stolen or missing the student needs to report the laptop is missing to the IT office within 72 hours.
- b. If stolen/ lost twice no laptop is to be reissued per HISD contract.

6. Laptop is Turned Into the IT Office or Left Unattended

- a. This includes laptops turned in by administrators, teachers, staff, and students.
 - i. 1st time laptop is returned to student
 - ii. 2nd time a call home.
 - iii. 3rd time parents notified and discipline referral.
 - iv. Student has laptop removed entirely. Students will have to arrive early to school and / or stay late to complete homework.

7. End of the Year Laptop Return

- a. At the end of the year the laptop is to be turned in on time.
 - i. Callouts will be made.
 - ii. Homes will be visited.
 - iii. Classrooms will be swept.
 - iv. Per the HISD contract legal action will be pursued.

8. Previous Year Items Not Returned

- a. They will not be issued that item the following year.
 - i. Such as straps and chargers.
 - 1. We need to make list and contact parents about students who are missing items.
 - a. Don't issue books, parking, etc.

9. Outside Devices

- a. Non-Powerup devices are not allowed to be connected to the network.

Student Name (print) _____ Phone _____

Address / City/ State / Zip _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Student ID _____ Grade Level _____

