



## **Reagan High School Laptop Loan Agreement**

### **School Year 2015 – 2016**

An HP Elite Book will be loaned to the student named below. In addition to the HISD Student Laptop Loan Agreement for the 2015 -2016 school year, students are to comply with the following guidelines.

#### **1. PowerUp Laptop Must be in Cases**

- i. 1<sup>st</sup> offense: Next day student may bring the case to the PowerUp Helpdesk and get the laptop back.
- ii. 2<sup>nd</sup> offense: Same as above and a call home will be made. Parents will be reminded about the possible damage a laptop may suffer when the out of the case.
- iii. 3<sup>rd</sup> offense: Detention will be issued. Under the HISD neglect clause, the student will not be issued laptop, again.

#### **2. Damage to Laptops**

- i. 1<sup>st</sup> offense: PowerUp Administrator explains to student about damage of laptop consequences and replaces the broken laptop.
- ii. 2<sup>nd</sup> offense: 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.
- iii. 3<sup>rd</sup> offense: Damage is considered intentional, and parent is responsible for repairs per HISD contract.

#### **3. Laptop Hacking or Alteration Punishment**

- i. Saturday school will be assigned, as well as some days in SRC.
  - i. Each situation will be decided on a case by case basis by the administration.

#### **4. Laptop Checks**

- i. 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 and will be expected to bring items to the PowerUp Helpdesk the following day.

#### **5. Multiple Lost PowerUp Laptops**

- i. If a laptop is stolen or missing the student needs to report the laptop is missing to the IT office within 72 hours.
- ii. If stolen or lost twice no laptop is to be reissued, during an academic year, per HISD contract.

**6. Laptop is Turned into the PowerUp Helpdesk or Left Unattended**

- a. 1<sup>st</sup> offense: Laptop is returned to student
- b. 2<sup>nd</sup> offense: A call home.
- c. 3<sup>rd</sup> offense: Parents will be notified and a discipline referral.
- d. Student will have laptop removed entirely. Student 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 academic year the laptop is to be turned at the time requested. If not:
  - 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. Same items, (such as straps and chargers) will not be issued the following year.
  - i. Parents will be contacted about missing items. The following year, student may be denied certain privileges, such as student parking.

**9. Outside Devices**

- a. Non-PowerUp devices are not to be brought on campus or allowed to connect to the network.

**10. Lost Items**

- a. **If a student loses the laptop, case, strap, and/or charger, he/she will be responsible for paying a portion of the cost.**

Power Charger (*worth \$60*) - **\$40 lost fee**

Shoulder Strap (*worth \$20*) - **\$10 lost fee**

Laptop Case (*worth \$50*) - **\$30 lost fee**

If you have a question about your student's PowerUp status, feel free to call Ms. Mesa, PowerUp Instructional Technologist at 832-510-4631.

Student Name (print)\_\_\_\_\_ Phone\_\_\_\_\_

Address / City/ State / Zip\_\_\_\_\_

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_

Student ID\_\_\_\_\_ Grade Level\_\_\_\_\_