



## Eastwood Academy High School Student Laptop Loan Agreement School Year 2018-2019

A business class HP laptop will be loaned to the student named below under the following conditions:

- This student laptop loan agreement, which is signed by the parent/guardian, student, and staff member of the school, will be kept on file at the school.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer, or installed on the computer under any circumstances.
- Parents/guardians are required to pay a cash, non-refundable security deposit of \$25. The payment must be made prior to the student receiving the laptop.
- Parent/guardians accept financial responsibility for cost related to damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored. For more information, refer to care of instructional materials in student manual.
- The district will provide a padded laptop bag, which fits inside any backpack. The laptop MUST be kept inside the case at all times, securely strapped at all time when not in use.
  - **FAILURE TO KEEP THE LAPTOP IN THE CASE WILL VOID THE INSURANCE, WHICH WILL DEEM THE PARENT/GUARDIAN FINANCIALLY RESPONSIBLE FOR REPAIRS OR REPLACEMENT.**
  - Students found with laptops outside the district-issued case will be referred for disciplinary action. Recurrent incidents will result in forfeiture of the laptop.
- The student assumes personal responsibility for the laptop. If left unattended for any reason under any circumstances, and collected by school personnel, the student is responsible for payment of a \$5 fee.
- The laptop, which is the property of Houston ISD, must be returned prior to the end of the 2017-2018 school year, or in the event of school change or early withdrawal.
- The district has provided students with a “Digital Citizenship Orientation” and information for parents, via Open House events and handouts, including information about how to care for the device and how to make responsible use of technology.
- I have read the Acceptable Use Policy for Electronic Services for Students and Responsible Digital Citizenship Policy Agreement.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document.

Student Name (PRINT): \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Grade Level (for 2018-2019): \_\_\_\_\_

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

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

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