



TECHNOLOGY



THE "HUB"



PERSONALIZATION

## 2023-2024 STUDENT LAPTOP LOAN AGREEMENT

**A student device will be loaned to the student named below under the following conditions:**

- o This student device loan agreement, which is signed by the parent/guardian and student will be kept on file at school.
- o Use of this equipment for any purpose other than educational use may result in loss of privileges.
- o 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 privileges and disciplinary action by the school.
- o 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. **No Proxy/ VPN and other Google Extensions can be allowed to download to the laptop without prior approval.**
- o Parents/guardians accept financial responsibility for cost related for replacement of a lost or stolen device or accessories, or for damage due to purposeful action or gross negligence (**Fees may apply for intentional physical damage up to full replacement cost**). The district will proceed with legal action, should financial obligation be ignored. **The student may have two weeks from the day of receiving the laptop to report the laptop's conditions to the Tech Room for its physical damages.**
- o A lost or stolen device should be reported to the campus technologist or school administrator within one school day.
- o Students may request a padded laptop bag, which fits inside any backpack.
- o The device, which is the property of Houston ISD, must be returned prior to the end of the 2023-2024 school year, or in the event of school change or early withdrawal.
- o The district has provided students with a Digital Citizenship Course 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
- o I have read the Acceptable Use Policy for Electronic Services for Students

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

Student Name (print) \_\_\_\_\_ ID No. \_\_\_\_\_

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

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

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

Phone No. \_\_\_\_\_ Grade Level \_\_\_\_\_

School Name: **Westside High School | 14201 Briar Forest Dr. Houston, TX77077 | 281-920-8000**

**Technology Items Received Today:** *(Please provide your first and last initials for each items received)*

Laptop  Charger  Case  Other  \_\_\_\_\_