



Energy Institute Power Up Laptop Loan Agreement 2020-2021

Student Name: _____ ID#: _____ Grade Level: _____
Dean: _____

HISD Property

- Laptops are the property of HISD and students are required to surrender their laptop to teachers, administrators and other authorized HISD personnel when requested.
- Students should not alter, modify or cosmetically change the laptop or case for any reason.
 - This includes but is not limited to:
 - Stickers
 - Writing
 - Damage
 - If any alterations are made, students will be held responsible for the cost of fixing the altered/modified laptop.
- Laptops are to be used for school purposes only.
- Proper laptop care is expected by all students at all times.
 - Laptops must be in the HISD assigned case when not in use.
 - Laptop & case are not to be used to transport paper, folders or writing utensils.
 - Clear the keyboard of paper and other items before closing the laptop.
 - Laptop must be in the case before being placed in a backpack/bag.
- It is the student's responsibility to bring a fully charged laptop to school each day.

Damage to Laptops

1. **First Damage Incident:** The IT department will replace the laptop and will review proper laptop care with the student.
2. **Second Damage Incident:** The student will be charged a \$25 fee for a replacement laptop. Payment must be made in order to receive the replacement laptop. (Payments accepted through SchoolPay.com or cash.) Proper laptop care will be reviewed with the student.
3. **Subsequent Incidents:** The student will be charged a \$25 fee for a replacement laptop. Payment must be made in order to receive the replacement laptop. (Payments accepted through SchoolPay.com or cash.) Proper laptop care will be reviewed with the student. Additional disciplinary actions may be taken by the dean if incidents continue to occur.

Some incidents of damage will require further investigation by the dean. Parents are financially responsible for any intentional or negligent damage to the laptop.

Lost Power Up Laptops

- If a laptop is stolen or missing (off campus), the student needs to report the missing laptop to the IT office within 24 hours in order to not be held financially responsible for the laptop. Reports can be made by email, if the incident occurs over the weekend.



Missing, Abandoned or Misused Laptops

It is the student's responsibility to keep their laptop with them at all times. Laptops should not be left sitting around campus or in a teacher's classroom unattended.

If comes to the attention of administration that a student is consistently misusing their laptop or leaving it unattended, students are subject to disciplinary consequences and parent contact from their Dean.

Lost Laptop Equipment

- If the student loses laptop equipment during the year or a peripheral item (i.e. charger) is stolen, the student is responsible for purchasing a replacement from the IT department as soon as possible. These items are not covered by the \$25 payment made at the beginning of the year.
 - Charger - \$55.00
 - Laptop Case - \$38.00
- Payments can be made through SchoolPay.com and the receipt can be taken to the IT department to pick up the new equipment.

Software Alteration or Hacking

- Using any software to bypass filters or changing the operating system will void the contract. Student will be responsible for turning in the laptop to the IT department for re-imaging.
- Disciplinary consequences will be assigned. This is a Level III or higher offense in the HISD Student Code of Conduct.

Laptop Return - June 2021

- At the end of the year, the laptop, charger and case are to be turned in on the last day of school during laptop collection. See prices listed in the Lost Laptop Equipment section. The cost of a laptop is \$1230.00.
- If all items are not returned, the student will be given an invoice for all missing items.
- It is the student's responsibility to pay the invoices before laptop deployment next year. If the student is a senior, they must pay all outstanding invoices during Senior Checkout and will not be allowed to participate in senior activities until the senior checkout has been completed.

Saving Documents

- Students are responsible for having all their work backed up at all times on Power Up laptops.
- Students should only be using their HISD google drive on their PowerUp laptops.
 - HISD Google Drive (ID#@online.houstonisd.org)

Student Name: _____ ID #: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Parent Email: _____