



## **2019-2020 Lamar High School Laptop Loan Agreement**

An HP Probook x360 will be loaned to the student named below under the following circumstances in addition to the HISD Student Laptop Loan Agreement for the 2019 -2020 school year.

### **1. Accidental Damage to Laptops**

#### **a. Parents are financially responsible for any intentional or negligent damage to the laptop**

- i. 1<sup>st</sup> Accidental Damage: The IT department will replace the laptop and will explain proper laptop care and possible future consequences if the laptop is damaged again.
- ii. 2<sup>nd</sup> Accidental Damage: Student will be issued detention. Student will be issued a new laptop back after completing the detention and will be made aware that if damaged again a new laptop will NOT be issued.
- iii. 3<sup>rd</sup> Damage : When happens it is considered intentional damage and parent is financially responsible per HISD contract and no laptop will be issued back under the HISD neglect clause. If student has laptop removed entirely, students will only be able to use the laptops in the library before or after school or with a note from a teacher based on library availability.

### **2. Laptop Hacking or Software Alteration**

#### **a. Using any software to bypass filters or changing the operating system will void the contract**

- i. Each situation will be decided on a case by case basis by the administration.

### **3. Multiple Lost Power Up Laptops**

- a. 1st Lost Laptop: If laptop is stolen or missing, 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.
- b. 2nd Lost Laptop: If laptop is stolen or lost and police report is filed twice in the same year, then a laptop will not be reissued per HISD contract.
  - i. If student has laptop removed entirely. Students will have to arrive early to school and / or stay late to complete homework.

### **4. Laptop is Turned Into the IT Office**

#### **a. Abandoned or Misuse**

- i. 1<sup>st</sup> time laptop is returned to student
- ii. 2<sup>nd</sup> time a detention will be issued.
- iii. 3<sup>rd</sup> time Laptop will not be issued back to student under HISD neglect Policy
  1. If a student has laptop removed entirely. Students will only be able to use the laptops in the library before or after school.

### **5. End of the Year Laptop Return**

- a. At the end of the year the laptop, charger, battery, and case are to be turned before May 15, 2020. Students that do not turn in the laptop on time will:
  - i. Have calls made home
  - ii. IT will visit classrooms
  - iii. If still not returned, HISD will file charges for stolen property.

**6. Not Returning All Items**

- a. Students that do not turn in an item will not be issued that item the following year.
- b. Seniors that do not turn in all laptop related items will not be able to walk across the stage during the graduation ceremony.

**7. Outside Devices**

- a. Non-Power Up devices are not allowed to be connected to the Lamar network.

**8. Students Are Responsible For Saving All Documents**

- a. Student are responsible for having all work backed up at all times on PowerUp devices **at all times**
  - i. Suggested backup locations
    - 1. Google Drive ( SiD#@online.houstonisd.org Ex [S1111111@online.houstonisd.org](mailto:S1111111@online.houstonisd.org) )
    - 2. Flash drives
    - 3. Email accounts

**9. Laptops Are 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 asked. Students should not alter, modify, or cosmetically change the laptop or case for any reason this including but is not limited to stickers, writing or damage to laptop case in any manner if any alteration are made the student may be held responsible for the cost of fixing the altered laptops .

**Important Notes:**

- **Laptops are to be used for school purposes only. Use of the laptop for any other reason may void laptop agreement and result in the loss of laptop privileges.**
- **Any combination of three issues can lead to laptop remove from the student.**
- **Chargers, Bags, Straps and Batteries are not covered by the \$25 insurance. If these items are lost/stolen student is responsible to replace these items.**

**Replacement Parts Pricing**

Battery	\$70.00
Power cords	\$55.00
Student Case	\$36.00

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

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

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

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

Student ID \_\_\_\_\_ Grade Level:  9th  10th  11th  12th