

# Student Device Loan Agreement

School Year 2023-2024

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

- This student device loan agreement, which is signed by the parent/guardian and student, 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 device 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 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. The district will proceed with legal action, should financial obligation be ignored.
- A lost or stolen device should be reported to the campus technologist or school administrator within one school day.
- Students may request a padded laptop bag, which fits inside any backpack.
- 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.
- 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.
- 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 computer equipment described in this document.

Student Name (print) \_\_\_\_\_ Student ID \_\_\_\_\_

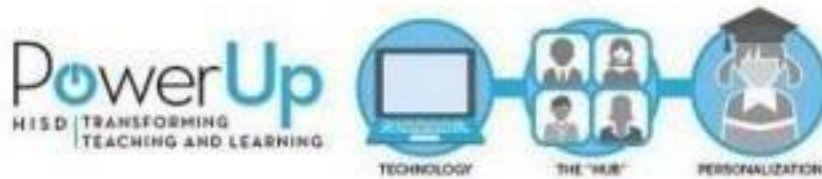
Phone Number \_\_\_\_\_ Grade Level \_\_\_\_\_

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

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

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

School Name \_\_\_\_\_



## **2023-2024 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 2023-2024 school year.

### **1. Accidental Damage / Lost Laptops**

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

- i. 1<sup>st</sup> Accidental Damage / 1<sup>st</sup> lost: The student will pay a \$25 fee for the damage as well as fill out a police report if the laptop is lost before being issued a new laptop from the IT department. The IT department will explain proper laptop care and possible future consequences if the laptop is damaged again.
- ii. 2<sup>nd</sup> Accidental Damage / 2<sup>nd</sup> lost: The student will pay the cost of the repair for the damage and fill out a police report if the laptop is lost before being issued another laptop.
- iii. 3<sup>rd</sup> Accidental Damage / 3<sup>rd</sup> lost: When this happens, it is considered intentional damage and the student will need to fill out a police report if the laptop is lost. The parent/guardian is financially responsible per the HISD contract, and no laptop will be issued back to the student under the HISD purposeful action and gross negligence.
  - The student will work with their administrator to check in and check out a laptop daily. Students will not be able to take the laptop home during the check-in and check-out system.

### **2. Outside Devices**

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

### **3. 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.

### **4. The Laptop is Turned into the IT Office**

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

- I. 1<sup>st</sup> Time: The laptop is returned to the student.
- II. 2<sup>nd</sup> Time: Detention will be assigned before the laptop is returned to the student.
- III. 3<sup>rd</sup> Time: The laptop will not be issued back to the student under HISD purposeful action and gross negligence.
  - The student will work with their administrator to check in and check out a laptop daily. Students will not be able to take the laptop home during the check-in and check-out system.

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

- a. At the end of the year the laptop, charger, and case are to be returned at the correct time. Students that do not turn in their laptops on time:
  - I. Technology will visit the student's classrooms.

- II. Calls will be made to the student's parent/guardian.
- 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.

**Students Are Responsible for Saving All Documents**

- c. Students are responsible for backing up 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

**7. Laptops Are HISD Property**

Laptops are the property of HISD, and students are required to surrender their laptops 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 including but not limited to stickers, writing or damage to the laptop or case in any manner if any alterations 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 the laptop agreement and result in the loss of laptop privileges.
- Any combination of three issues can lead to laptop removal from the student.
- If the Chargers, Bags, and Straps, are lost/stolen, the student is responsible to replace these items.

**Replacement Parts Charges**

Power Cord	\$55.00
Student Case	\$40.00

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

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

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

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

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