



TECHNOLOGY



THE "HUB"



PERSONALIZATION

2019-2020 STUDENT LAPTOP LOAN AGREEMENT

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

- o The student and the student's parent/guardian must sign this laptop loan agreement. The school will keep this agreement on file.
- o The laptop may only be used for educational purposes. Any other use may result in the loss of laptop loan privileges.
- o The laptop may not be used for any inappropriate, unethical, or illegal purposes, to include activities on the Internet, use of email and messaging, and access to digital media and programs. Violations of this policy may result in the loss of laptop loan privileges and/or disciplinary action.
- o The laptop hardware and district-installed software may not be modified in any way. No software can be copied from the laptop, nor can any unapproved software be installed on the laptop. Occasionally teachers may direct students to install authorized software packages from the HISD Software Center.
- o Parents/guardians are required to pay a non-refundable fee of \$25.
- o The student's parent/guardian accepts financial responsibility for any intentional damage to the laptop or damage due to gross negligence. The district may take legal action to recover any unpaid costs of such damage. More information regarding the care of the laptop and instructional materials is in the student manual.
- o The district will provide a padded laptop bag or case to each student. The bag/case will fit inside a backpack. The laptop must always be secured and carried in its case when not in use or being moved.
- o The laptop is the property of Houston ISD. The laptop must be returned to the student's school prior to the end of each school year, or if the student withdraws from school or changes schools midyear. Laptops not returned as required may be reported to the police as stolen.
- o The student will promptly report to school officials if the laptop is lost, stolen, or damaged.
- o The district provides information to both students and parents/guardians about proper care of the laptop and the responsible use of technology. Students attend a digital citizenship orientation, and parents are invited to open house events with presentations and handouts on these topics.
- o The student and the student's parent/guardian have read both the: a) Acceptable Use Policy for Electronic Services for Students and b) 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 laptop computer equipment described in this document.

Student Name (print) _____ Phone _____

Address/City/State/Zip _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Student ID _____ Grade Level _____

School Name _____

Heights High School Laptop Loan Agreement

School Year 2019 – 2020

In addition to the HISD Student Laptop Loan Agreement for the 2019 -2020 school year, students are to comply with the following guidelines.

- **Laptops are to be used for school purposes only. Use of the laptop for any other reason may void laptop agreement and result in laptop privileges**
- **Chargers, Bags, Straps and laptop battery is NOT covered by the \$25. If these items are lost/stolen student is responsible for replacement, even if the device is lost or stolen.**

<u>Replacement Item</u>	<u>Replacement Cost</u>
HP Laptop X360	\$1100
HP Laptop Battery	\$120
Laptop Charger X360	\$55
Laptop Bag	\$38
Laptop Strap	\$9

1. **Damage/Stolen/Lost Laptops:**

If a laptop is stolen, missing or damaged, the student must report it to Techtown (located in the Library) within 72 hours. If the campus is closed, immediately contact Mr. Perez or Ms. Mesa through the Remind app.

- 1st offense: PowerUp Administrator explains to student about their laptop responsibilities and replaces the broken laptop or stolen/missing laptops. If the student has not paid the \$25, the student will need to do so before a replacement is issued.
- 2nd offense: Student and Parent will be notified about their 2nd offense (missing/stolen or damaged) and will pay another \$25 before a new device is issued.
- 3rd offense: Missing, stolen or damaged laptops is considered intentional.
 1. ***For damaged laptops, Parent is responsible for repairs per HISD contract*** and no laptop will be issued back under the HISD neglect clause.
 - If laptop is stolen/lost and police report is filed twice within the same academic year, a laptop will not be issued per HISD contract.
 - If a student loses laptop privileges, the student is NOT allowed to bring their own personal devices. A laptop will be checked out daily by the student

2. **End of the Year Laptop Return**

At the end of the academic year the laptop and charger are turned at the time requested

- Students that do not turn in an item the previous will not be issued that item the following year, until payment is complete.
- Seniors who do not turn in all laptop items will not be able to walk across the stage or be cleared for graduation, until all items are returned, or payment is complete.

3. **Outside Devices**

- Non-PowerUp devices are NOT to be brought on campus or allowed to connect to the HISD network.

4. **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

Student Name:	Student ID	Student Grade
Student Signature:	Academy:	Date
Parent Signature:		Date:
Parent email:		