



**2019-2020 STUDENT LAPTOP LOAN AGREEMENT**

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**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 as deemed necessary by the district or school administration.
- 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 as deemed necessary by the district or school administration.
- o The laptop hardware and district-installed software may not be modified in any way. No Proxy/VPN or Google Extensions can download to the laptop without prior approval. 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. Students have two weeks after receiving the laptop to report any defects in materials and workmanship to the Tech Room. Any damages reported after the deadline will be the responsibility of the student.
- o The student’s parent/guardian accepts financial responsibility for any intentional damage to the laptop or damage due to gross negligence. Diagnostic equipment will be used to determine if it’s a manufacturing defect or student negligence caused by accident, abuse, misuse, or modification of the laptop. The district may take legal action to recover any unpaid costs of such damages due to negligence. 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.

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

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

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

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

Student ID \_\_\_\_\_ Grade Level \_\_\_\_\_

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

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