



TECHNOLOGY



THE "HUB"



PERSONALIZATION

2022-2023 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. The student is required to bring the laptop to school **daily**. 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, including 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 Proxy/ VPN or Google extensions are allowed to download to the laptop without prior approval and must be removed immediately.** No software can be copied from the laptop, nor can any unapproved software be installed on the laptop. Only authorized software packages from the HISD Software Center are allowed to install.
- o **Parents/guardians are required to pay a non-refundable PowerUP fee of \$25. The payment must be made before the student receives a laptop. This fee does not cover lost or damaged laptops or their accessories. Additional fees may apply for intentional physical damage up to full replacement cost.**
- 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. The student has two weeks from the day of receiving the laptop to report the laptop's conditions to the Tech Room for its physical damages.**
- 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 before the end of the 2022-2023 school year during laptop collection, or if the student withdraws from school or changes school 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. Failure to report it lost or stolen within 30 days will result in paying full replacement cost of equipment.**
- 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) _____ ID No. _____

Address/City/State/Zip _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Phone No. _____ Grade Level _____

School Name: **Westside High School | 14201 Briar Forest Dr. Houston, TX77077 | 281-920-8000**

Technology Items Received Today: Laptop Charger Case Other _____