



SOUTH EARLY COLLEGE HS -STUDENT LAPTOP LOAN AGREEMENT

School Year 2023 – 2024



In addition to the HISD-Student Laptop Loan Agreement for the 2023 -2024 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 the laptop agreement and result in the termination of laptop privileges.**
- **Charger and case are NOT covered by guarantee. If these items are lost/stolen student is responsible for replacement, even if the device is lost or stolen.**
- **The laptop must always be secured and carried in a case when not in use or being moved.**

Damage/Stolen/Lost Laptop

If a laptop is stolen, missing or damaged, the student must immediately report it to room 121 within 24 hours to Mr. Arauco.

- 1st offense: *Broken or stolen/missing laptop* - PowerUp Administrator explains to student about their laptop responsibilities and replaces the damaged/stolen laptop.
- 2nd offense: *Damaged or stolen/missing laptop twice*. Student and Parent will be notified about their 2nd offense.
- 3rd offense: *A missing, stolen or damaged laptop will be considered intentional and/or negligent.*
 - 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 needs to bring their own personal laptop.**

End of the Year Laptop Return

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

- Students who do not turn in an item from the previous year 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.**

Outside Devices

Non-PowerUp devices can't be 100% compatible with HISD network. Some access will be restricted.

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 includes but is not limited to stickers, writing or damage to laptop case in any manner.

I understand and agree to assume full responsibility for the proper care and educational use of the laptop computer equipment as described in this document.

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

HISD-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 _____