



## 2021-2022 STUDENT LAPTOP LOAN AGREEMENT

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A laptop/chromebook 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 and the student is required to bring the laptop to school **daily** and fully charged. 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 No food or drink should be consumed around or while using the device.
- o **Parents/guardians are required to pay a non-refundable fee of \$25.** The payment must be made prior to the student receiving a laptop. This fee does not cover loss or damages to the device. Additional fees may apply.
- o The student's parent/guardian accepts financial responsibility for any intentional damage to the laptop or damage due to negligence.
- o The laptop is the property of Mount Carmel Academy. The laptop must be returned to Mount Carmel Academy prior to the end of the 2021-2022 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 and you may be billed for replacement.
- o Personal devices may be used on campus but must follow the district terms on appropriate use of technology while on campus. Students misusing technology on campus may have it removed from the network.
- o The student will promptly report to school administration if the laptop is lost, stolen, or damaged.
- o The student and the student's parent/guardian have read both the HISD district a) Acceptable Use Policy for Electronic Services for Students and b) Responsible Digital Citizenship Policy Agreement.

### **Laptop Hacking or Software Alteration**

- o Using any software to bypass filters or changing the operating system will void the contract. Each situation will be decided on a case by case basis by the administration.
- o The laptop hardware and 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.

### **End of the Year Laptop Return**

- o At the end of the year the laptop and charger are to be turned in at the correct time. Students that do not turn in the laptop on time will:
  - i. Have calls made home
  - ii. IT will visit classrooms
  - iii. If still not returned, MCA will file charges for stolen property.
  - iv. Families may be charged the cost of the device for a replacement.



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

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

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

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

Phone No. \_\_\_\_\_ Grade Level \_\_\_\_\_

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I would like to receive a school loaned laptop/chromebook and will pay the \$25 fee

Device Label (office to print) \_\_\_\_\_

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I will use a personal laptop/chromebook but will abide by the school and district's acceptable use policy.