

Huffman ISD

Device Loan Agreement

Purpose

To better prepare our students for college and careers, Huffman ISD (HISD) is offering students a device to access their learning while at school. Students in grades 6-12 will take their devices home daily. Students will be able to collaborate and communicate with teachers and fellow students. This initiative helps to prepare students for lifelong learning and success by teaching the skills, knowledge, and behaviors they will need as responsible citizens of a digital community.

An important component of this program is to educate the students about digital citizenship and appropriate online behavior. Teachers are responsible for an important component of digital citizenship by frequently reviewing safe online behavior throughout the year.

All students and parents/guardians must adhere to the Loan Agreement Policies, Student Code of Conduct, Student Handbook, Acceptable Use Guidelines, Board policies, and federal/state laws. Failure to comply may result in confiscation of the equipment, loss of privileges, and disciplinary consequences under the Student Code of Conduct.

Insurance

Optional insurance is available to purchase through [School Device Coverage](#). Insurance will cover accidental damage, cracked screen, fire/flood, and loss/theft.

Device Specifics

The technology device covered by this agreement is an iPad tablet and its accessories or a Dell laptop computer (equipment) and its accessories. It is the student's responsibility to care for the equipment daily and ensure that it is kept in a safe environment. Any technical or mechanical issues with the equipment must be reported to the school and will be repaired by Huffman ISD's Technology Services Department. Equipment may NOT be serviced or replaced at an Apple Store or computer service shop. This equipment is, and at all times remains, the property of Huffman ISD, and the student does not have any right to privacy in the equipment or the contents or data stored within the equipment. The equipment is subject to inspection, damage assessment (fines may be assigned), and may be confiscated at any time. The equipment must be returned in acceptable condition when a student graduates, withdraws or is expelled.

Student Responsibilities

The student's district-issued device is intended for educational purposes only and the student is willing to accept the following responsibilities:

- The student will bring the device to school every day with a fully charged battery.
- The student is responsible for their device and will not leave it in unsupervised areas.
- The student will honor their family's values while using the device.
- The student will treat the device appropriately and will report any mechanical or technical issues to the school in a timely manner.
- The student will back up all data before turning in the device for repair or upon the student's graduation, expulsion, withdrawal from school, or when the district replaces the device.
- The student will ensure that the Huffman ISD-owned device is not damaged, lost, or stolen while it is issued to the student.

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- The student will not remove or modify the identification and inventory labels that have been placed on the device.
- The student will not add permanent markings or stickers to the device or case.
- The student agrees to use the device only for appropriate, legitimate, and responsible communications.
- The student will keep his/her accounts and passwords secure and will not share this information with any other students or adults, other than his/her parent or guardian.
- The student understands that the HISD Student Handbook and the HISD Acceptable Use Guidelines are incorporated into this Agreement and that his/her use of the equipment must comply with the Student Handbook. To the extent there is a conflict between the Student Handbook and this Agreement, the Device Loan Agreement will control.
- The student understands that District-owned devices are considered an extension of District property. Any student misconduct committed on an HISD device shall be deemed to have been committed at school for purposes of discipline under the Student Code of Conduct.
- The student will not attempt to add, delete, access, or modify other user accounts on the device.
- The student will not modify the operating system or “Jailbreak” the device.
- The student will not change or delete the internal “name” of the device.
- The student will not reset the device back to factory settings.
- The student will not remove or alter any profiles on the device set by HISD.
- The student will take no action that could interfere with the HISD’s network, including the installation of VPN apps or extensions.
- The student will return the device and case (if applicable) in good working order when requested or upon graduation, expulsion, withdrawal from school, or when the district replaces the device. The equipment must be returned at the date, time and location as specified by HISD.
- Should the student be assigned an iPad, the student will update the iPad Operating System and Apps when they become available.
- The student understands that by performing regular backups of the device, it will help protect against the loss of data.
- Should the student be assigned an iPad, the student will keep the iPad protected by using the case provided by HISD at all times.

Parent/Guardian Responsibilities:

Your son/daughter will be issued a district-issued device and accessories as part of this program to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my son/daughter's use of the device while not at school.
- I will discuss our family's values and expectations regarding the use of the Internet, online collaboration/communication, email, apps, and photos.

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- I will ensure that my son/daughter reports any mechanical or technical issues to the school in a timely manner.
- I will ensure that my son/daughter understands the Student Responsibilities outlined in this Loan Agreement.
- I agree that the device will be returned to the school when requested or upon my son/daughter's graduation, expulsion, or withdrawal from school.
- I am responsible for any damages to the device or device accessories.

Damage, Loss, or Theft

- Huffman ISD recognizes that with the implementation of the program there is a year-round need to protect the investment of devices by both the District and the Student/Parent. This document outlines guidelines for protecting the device against loss, theft, and damages.

“Breakage” is defined as any damage to the device which requires the replacement of a part or renders the device unusable for its intended purpose.

- **Device Loss or Theft**
 - Loss of device: The parent/guardian and student will be responsible for the replacement cost of the device and accessories.
 - Theft of device: If a student has reason to believe that the device has been stolen, damaged, or destroyed by another person, or if the device is lost, a police report must be filed by the student or parent with the Huffman ISD Police Department and a case number must be provided to the campus technician. The student or parent must also notify the campus technician within 3 school days of the criminal act.
- **iPad and Case Damage**
 - First Repairable Breakage: There will be a \$50 fine and parent/guardian will be notified.
 - Second and each Additional Repairable Breakage: There will be an additional \$50 fine and parent/guardian will be notified.
 - First Unrepairable Breakage: There will be a \$100 fine and parent/guardian will be notified.
 - Second and each Additional Unrepairable Breakage: There will be an additional \$175 fine and parent/guardian will be notified.
 - Damage, Loss, or Theft of the accessories: Students and parents/guardians will be responsible for the full cost to replace the accessory.
- **Laptop Damage**
 - Students will be charged the replacement cost of the damaged component per the Laptop Component Fee schedule below.
- HISD will withhold the student's records if he/she fails to return the device back to the campus when either requested or upon the student's graduation, expulsion, or withdrawal from school. If the equipment is not returned, then the associated fine must be paid in full before the student records will be released.

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- HISD may prohibit participation in end of the year privileges, including but not limited to being exempt from exams if a student fails to return the equipment to the campus when requested. If the equipment is not returned, then the associated fine must be paid in full before the student will be allowed to participate in end of the year privileges.
- HISD will not mail the student's diploma or transcript if he/she has not returned the equipment to the school or paid the associated fines.
- Devices and device accessories are the property of HISD. If HISD has reason to believe that a student is deliberately withholding a device and/or device accessories in violation of this agreement with an intent to keep, sell, or otherwise transfer the device and/or the device accessories, HISD may refer the student to law enforcement for possible prosecution.
- Device fines must be paid, or items returned before students are eligible to check out another device.

The Device Loan Agreement and conditions are subject to change at any time without notice. Please see the HISD website for updates and information.

I understand that my student and I are responsible for 100% of any damage, loss, or theft to the Huffman ISD-owned equipment.

This equipment is the property of HISD of Huffman, TX, and is herewith being loaned to the student for educational purposes. Student devices in grades Pk-5 devices will remain on campus at all times. Secondary students in grades 6 through 12 will take their devices home every day and retain their devices over the summer. The equipment may not be defaced or destroyed in any way.

If the District Property is lost, stolen or damaged while in my student's possession, I am responsible for the replacement or repair thereof and I agree to indemnify HISD from any claim occurring during or resulting from my student's possession or use of the District Property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to my student's use of the District Property.

I acknowledge and agree that my student's use of District Property is a privilege and agree to the terms. I acknowledge my responsibility to protect and safeguard the District Property and to return the equipment in good condition and repair.

I acknowledge and agree that all device fines must be paid, or items returned before I am eligible to check out another device.

Student Name:

Student Signature:

Student ID#:

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

Date:

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iPad Component Fees

Device	Replacement Cost	Repairable Fine	Unrepairable Fine	Loss or Theft Fine
iPad	\$324	\$50	\$100/\$175	\$324
iPad Case	\$109	N/A	\$109	\$109
iPad Charging Brick	\$19	N/A	N/A	\$19
iPad Charging Cable	\$19	N/A	N/A	\$19

Laptop Component Fees

Component	Replacement Cost
Laptop	Model Specific
Screen	\$22
Keyboard	\$55
Charger	\$25
Top Cover	\$25
Bottom Cover	\$35
Bezel	\$19
Motherboard	\$100
Battery	\$100
Reimage due to AUG violation	\$50