



**FRANK BLACK MIDDLE SCHOOL**  
 “Excellence in the Arts, Academics and Athletics”

**Student Device Loan Agreement**  
**School Year 2025-2026**

A student device (**Chromebook and charger**) 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.
- Report damage or loss of device within 1 school day.
- The **device and charger**, which is the property of Houston ISD, must be returned prior to the end of the 2025-2026 school year, or in the event of school change or early withdrawal.

**Per the HISD Code of Conduct:**

**Property Offenses –Students shall not:**

- Steal from students, staff, or the school.
- Damage or vandalize property owned by others.
- Deface or damage school property, including textbooks, technology, electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.

**Misuse of Technology Resources and the Internet – Students shall not:**

- Attempt to alter, destroy, or disable district technology resources including, but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school

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.

<b>Student Name (Print)</b>		<b>Student ID</b>	
<b>Grade Level</b>		<b>Guardian Phone Number</b>	

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

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



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## Helpful Information:

### Signing in

- If a student is signing into the network for the first time, they **MUST** sign in on an HISD device while at an HISD campus.
- When signing into a Chromebook, please enter the student's username followed by the student's password.
- If you need assistance with the student's login information, please contact the campus FastPass representative, who can assist with login credentials.

### Office365 / Teams

- When signing into Office365, please enter the student's full email address followed by the student's password.
- Note - Office apps (Teams, Word, Excel, etc) can only be accessed using the Google Chrome web browser. Chromebooks will not allow Office apps to install.

### Canvas / Clever

- When signing into Canvas, please enter the student's full email address followed by the student's password.

### Student Email

1. Open Internet Explorer, Microsoft Edge or Google Chrome
2. In the address bar type the address for Office365 (please see an instructor for the link) and press Enter
3. Type the student's full email address in the username field
4. Type the student's password in the password field
5. Click Sign in
6. The system will ask you if you would like Office to remember your credentials Yes or No, choose whichever option you prefer.
7. Select Outlook to open the student's email
8. Click on the tiled square in the top left corner to view the Office 365 Apps