

**Sands CISD**  
**Laptop Agreement Form**

The Laptop Agreement should be signed by every Sands CISD student that is issued a school laptop. Students and Parents should read it before signing. Students will not be given the laptop until they have read and signed the agreement form. The student has the right to refuse the laptop if they don't agree with the conditions but will still be responsible for completing any tasks that they may be assigned to do using a computer.

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*I understand that I am being issued a laptop computer **to facilitate student learning and enhance student achievement; it will be in my possession for use at and away from school.***

*I understand that I am responsible for the laptop computer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. I further understand that:*

- The laptop is an instructional tool and should be **with the student at school each day.**
- In the event of **damage, loss or theft** of the laptop, **I will immediately notify my principal or his/her designated representative for repair or replacement matters.**
- In the case of damages which occur due to my intentional act, neglect or abuse of the laptop, or because of my failure to follow district technology acceptable use policies, including this agreement, **I understand I will be held responsible for payment of repairs.**
- If the laptop is lost, stolen or damaged due to my intentional act, neglect or abuse of the laptop, or because of my failure to follow district technology acceptable use policies, including this agreement, I will be responsible to reimburse the District for the replacement cost\*.
- The laptop should be transported in its case and stored carefully so it is not susceptible to damage.
- The laptop should not be left inside a vehicle where **temperature extremes can permanently damage the unit** and/or its components.
- The laptop should not be left in a non secure location; i.e. unlocked classroom, unlocked vehicle, hallway, or common area.
- The laptop should be **locked or placed in secured spaces** and should not be left visible while not in the user's possession.
- I may not make any permanent personally identifying marks on the laptop computer.
- The laptop computer and any other accessories/components will be returned to the proper district authority before checking out of school, at the conclusion of the school year, or at any other time as specifically directed by district authority.
- Any data corruption or configuration errors caused by the installation of unauthorized or illegal software may result in a loss of all data on the laptop and/or system due to the need for a complete reload.
- I am responsible for backing-up all data on the laptop. The district is not liable for lost data.
- Use of this laptop is governed by the subject to the rules and conditions contained in the Sands CISD Schools Technology Acceptable Use Policy (and other applicable district policies, rules and guidelines).
- Students are expected to always check out their laptop before taking their device off campus. **Students will be able to check out their device using an online link that will be placed on their home screen of their laptop.**

*I understand and agree that I am responsible for the cost of repair or replacement\* of a unit that is damaged, lost or stolen as a result of my intentional act, neglect, or abuse of the laptop or because of my failure to follow district technology acceptable use policies, including this agreement.*

*I agree to the above terms and conditions as such. I agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.*

*My signature below indicates I have thoroughly read and understand the above information.*

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_