



16717 Ella Blvd.
Houston, Texas 77090

www.springisd.org

Spring ISD Laptop Acceptable Use Agreement- E11/E5420 2019-20

I, _____, acknowledge that I have read and agree to conditions as outlined in the Carl Wunsche Sr. High School Laptop Handbook, including but not limited to the following:

- I understand this laptop and any components issued, including chargers, belong to the Spring Independent School District (Spring ISD) and that I am responsible for its physical security and condition.
- I will not leave it unattended and vulnerable to theft.
- I will not abuse the laptop or any components issued and understand the review process stated in the Laptop Handbook, which is available online and at time of laptop checkout.
- When I take the laptop off campus, I will take measures to protect it from being stolen and will not leave it visible inside my vehicle.
- I will follow and enforce all policies and conditions of Spring ISD's Acceptable Use Policy (AUP).
- I understand that laptops are for school use only and that I will return the laptop at the end of the school year.
- Students will be given an e-mail account through Google. This e-mail is for school and internship use only and will be monitored by Wunsche staff.
- In the event of loss or theft, I agree to report the incident to appropriate law enforcement agencies, whether on or off campus, immediately. I will notify the school within 48 hours of the incident. Should the incident occur during a scheduled student holiday, I agree to report the incident on the date of my return to class with a case number from the appropriate law enforcement agency. I will furnish the official police report within 21 days of the initial reporting of the incident.
- I understand that this form must be completed and submitted with the required rental fee of \$40.00 payable by cash or cashier's check before the laptop can be issued. **NO PERSONAL CHECKS ACCEPTED.**
- I understand if my Dell E5420, at any time during the school year, enters a review process and is deemed as having negligent abuse, \$600.00 will be due payable to Spring ISD. Negligent abuse includes, but is not limited to, missing keys, cracked screens, excessive damage to the exterior, and hardware damage due to liquid spills.
- I understand if my Lenovo ChromeBook E11, at any time during the school year, enters a review process and is deemed as having negligent abuse (described above), \$300.00 will be due payable to Spring ISD.
- I will not load any personal or district software on this computer other than the software to connect my home Internet service provider and my home printer.
- I agree to all rules and regulations as stated in the Carl Wunsche Sr. High School Laptop Handbook.

I have examined the laptop and components thoroughly and noted any minor scratches or other defects to the physical appearance of the laptop. (Initial below)

_____ No scratches, dents, or other concerns

_____ There are minor scratches, dents, or other defects to the physical appearance of the laptop. Description:

I verify that the laptop and its components are in good working order. I agree to be personally and financially responsible for all items from the moment they are issued. Prices are subject to change.

Signed: _____
Student Signature Issued Service Tag #

Date: _____ Signed: _____
Parent Signature

Student Laptop Insurance Fee (\$40.00)

<input type="checkbox"/> Cash <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order	Received by: _____ Date: ____/____/____
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