

Student Information Sheet

1. Where do I turn in my signed contract?

Signed contracts need to be turned into Mrs. Rios in the library.

2. Where do I pay my user fee?

The \$25.00 user fee needs to be turned into Mrs. Rios in the library the day you are issued your device or before. If your fee has not been paid you must see campus administration to make arrangement for payment before you will receive your device.

3. What do I do if my laptop breaks?

If your laptop/tablet breaks, take it to the library and fill out a student help desk request. Check in your laptop/tablet with Mrs. Rios and return to class. When your laptop/tablet has been fixed, you will be notified and you will then re-check your device out from the library. You must pay all fees (or have made arrangements with the administration) related to the damage of your laptop/tablet before you will be allowed to re-check it out. Prices for damages are listed below.

Repair	Prices	
	Damage Tablet Lenovo	Damage Tablet Dell
Broken Screen (LCD)	169.00	219.00
Damaged Keyboard	N/A	40.00
Damaged/Lost Power Adapter	\$35.00	20.00
Damaged/Lost Battery	\$45.00	N/A
Re-image of Hard Drive due to violation of Acceptable Use Policy	\$15.00	\$15.00

4. General Consequences

Your laptop/tablet must be carried in the backpack for protection. Do not write or make on your laptop/tablet. Any misuse of Presidio ISD computers will result in disciplinary action.

5. Broken Computers

If you have a broken computer and you pay to have it replaced, you will not get to keep the broken device.