

**INTERNATIONAL LEADERSHIP OF TEXAS  
POLICY  
RETURN OF INSTRUCTIONAL MATERIALS  
July 21, 2021**

Except as otherwise provided, a student must return all instructional materials to the teacher at the end of the school year or when the student withdraws from school. At the end of the school year for which open education resource instructional material that ILTexas does not intend to use for another student is distributed, the printed copy of the open education resource instructional material becomes the property of the student to whom it is distributed. This provision does not apply to an electronic copy of open education resource instructional material. Education Code 31.104(c), (g)–(h); 19 TAC 66.107(b)

Each student or the student’s parent or guardian is responsible for all instructional material and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian. ILTexas may waive or reduce the payment required if the student is from a low-income family. ILTexas shall allow the student to use instructional materials and technological equipment at school during each school day.

If instructional materials or technological equipment is not returned in an acceptable condition or paid for, ILTexas may withhold the student’s records. ILTexas may not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. The board may not require an employee of ILTexas who acts in good faith to pay for instructional materials or technological equipment that is stolen, misplaced, or not returned by a student. These provisions do not apply to an electronic copy of open education resource instructional material. Education Code 31.104(d), (e), (h); 19 TAC 66.107(c) Printed instructional materials are considered to be in acceptable condition if:

1. The cover, binding, pages, spine, and all integral components of the instructional materials are wholly intact and the instructional materials are fully usable by students; and
2. No component of the instructional materials is soiled, torn, or damaged (whether intentionally or by lack of appropriate care) to the extent that any portion of the content is too disfigured or obscured to be fully accessible to other students.

Electronic instructional materials are considered to be in acceptable condition if:

1. All components or applications that are a part of the electronic instructional materials are returned;
2. The electronic materials perform as they did when they were new;
3. The electronic instructional materials do not contain computer code (e.g., bug, virus, worm, or similar malicious software) that has been designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software; and,
4. The electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of ILTexas.

Technological equipment is considered to be in acceptable condition if:

1. The equipment is returned with the software and hardware in their original condition unless the district authorized changes; and
2. The physical condition of the equipment is fully usable as it was originally intended to be used. 19 TAC 66.1310

ILTexas may order replacements for instructional materials that have been lost or damaged directly from the publisher of the instructional materials or any source for a printed copy of open education resource instructional material. Education Code 31.104