KINDER HSPVA
ACCEPTABLE USE FOR ELECTRONIC DVICES

Part 1: Kinder HSPVA Acceptable Use for Electronic Devices (including Non-Negotiable Student Laptop Policies & Expectations)
Part 2: Major & Minor Offenses
Part 3: Student Device Loan Agreement

An HP laptop computer will be loaned to all Kinder HSPVA students. To receive a laptop, students must return a signed Student Laptop Loan Agreement (with a parent/guardian signature). Kinder **HSPVA is committed to HISD's PowerUp initiative, and, therefore, expects all students to receive a laptop. Neither HISD nor Kinder HSPVA supports the use of personal devices.** A student's PowerUp laptop must be logged onto at least once a week to keep the security system updated.

Students must comply with the Student Device Loan Agreement and the Kinder HSPVA Acceptable Use Policy at all times.

1. Kinder HSPVA Acceptable Use for Electronic Devices

Kinder HSPVA recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, Kinder HSPVA has made a significant commitment to integrating technological advances into the school program to enhance students' learning experiences. Kinder HSPVA provides access to the school's cloud drive (OneDrive) and internet services from every computer connected to the HISD network. Understanding and following Kinder HSPVA's Acceptable Use Policy allows us to maintain a respectful, effective, and safe learning environment.

Kinder HSPVA's network resources are considered the property of HISD. Laptop access to Kinder HSPVA's network services will be provided throughout the school via a wireless network. HISD blocks websites and web-based services that the administration deems to pose a threat to the safety, security, academics and well-being of its community members, facilities, network, and resources. Categories that are blocked include: pornography and sexually explicit material, criminal and illegal activities, weapons and extreme violence, computer hacking, spyware and malicious software, certain video streaming sites, and certain social media sites. Kinder HSPVA will continue to take precautions for this type of material on all equipment that is part of the school's network.

Any actions performed or initiated through the network on any device must reflect the integrity and honesty expected of a Kinder HSPVA student, as described in the HISD Code of Conduct and the Kinder HSPVA Way. Students will be held responsible for actions initiated on their laptops, regardless of whether they were using their computer at the time of the infraction. Therefore, students may only use the laptop they have been issued.

Non-Negotiable Student Laptop Policies and Expectations:

Be Ready
Bring your fully charged laptop every day.

Be Responsible
Always keep your laptop safe – either in a district provided case, or a protective case of your own.
Report lost, stolen or damaged laptops immediately.

Be Respectful
Use your laptop during class only as instructed.
Remember your "netiquette."

A student must have their laptop for class.
Students to fail to bring their laptop to class for any reason are still responsible for the classwork and assignments missed. It is the student's responsibility to work with the teacher to ensure all work is completed on time.

A student must come to school with his/her laptop fully charged.
Students should charge their laptop every night and should bring it to class fully charged. Students can also use supervised common areas (such as the library or hallways) before school, during lunch, or after school for charging on campus. After lunch, students can charge laptops in a classroom if they have expressed teacher permission.

Printing at Kinder HSPVA is limited to designated areas.
- Students may print at home; or
- Students may print up to five pages from a USB drive, email attachment or Cloud drive on a designated computer in the library. Additional pages may be printed for $.10 per page.

A student must prevent laptop damage.
If a student's laptop breaks:
- The student will bring the broken laptop to the Tech Room (406) for evaluation.
- If the laptop must be exchanged for a new one, the student must complete a damage report.
- Students will pay the full replacement cost of the third broken screen in the same school year.

A student must prevent laptop loss/theft.
Students should keep their laptops in their hallway locker or on their person.
- Students should ensure laptops can be monitored by an adult if at an off-campus event.
- Students must complete a *lost or stolen report immediately* after the device goes missing.

If a student loses their laptop:
- If stolen off-campus, student should file a police report with the appropriate law-enforcement entity. The loss must then be reported to the Tech Office (406), where an HISD report will be filed, and a replacement laptop issued.
- Laptops lost on campus will not be replaced for a minimum of three days while attempts are made to locate it.

A student will not be penalized for laptops that are stolen due to no wrongdoing.

At the end of the year, a student must return his/her laptop, laptop case, shoulder strap, and power charger. If a student does not turn in one of these items, then he/she/they will be responsible for part of the cost. This fee is due by the last day of school. If missing items are not paid for, then a financial hold will be put on the student's account. 12th graders will not be able to clear senior checkout and all other students will not be granted privileges like student parking, etc.

> Lost/Stolen Fees:
> - Power cord - **$40**
> - Case - **$38**
> - Computer - $**1231***
> *Students who file a police report for a stolen computer will not be required to pay the lost fee.*

2. Minor and Major Laptop Offenses

Minor Offenses: A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Minor Offenses are equivalent to a Level I or II offense in the HISD Code of Conduct. Examples of consequences are: parent contact, detention, and community service. Students who demonstrate a pattern of minor offenses will be referred to their assistant principal. Minor offenses include, but are not limited to, the following:

- **Laptop Usage**
  - Forgetting to bring the laptop to school.
  - Using laptops or any other electronic device in a manner that disrupts instruction or violates a teacher's instructions.
  - Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject (e.g., language translation services, literature summary sites, etc.).

- **Laptop Maintenance**
  - Transporting the laptop without a protective case.
  - Placing non-removeable stickers on the laptop.
  - Storing paper or other objects anywhere within the main compartment of laptop case.
  - Not addressing needed repairs (e.g., cracked screen, cracked track pad, missing keys, bent corners).
  - Creating secondary accounts for the laptop (e.g., for a friend or parent)
  - Removing the nametag from the computer.
- **Power Management**
  - Practicing poor power management techniques (e.g., coming to school with laptop not fully charged).
  - Charging computer in non-designated outlets or areas. Designated charging areas include the library and outlets around school.
  - Please note: each student is responsible for his or her computer while it is being charged in any of the above locations.
- **Network Access (Minor)**
  - Sending chain emails or inappropriate broadcast messages on any device using HISD resources.
  - Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school-provided laptops, technology, or access to the Internet.
  - Accessing non-Kinder HSPVA student wireless network with the laptop while on campus.

Major Offenses: A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major offenses are equivalent to a Level III or IV offense in the HISD Code of Conduct. Examples of consequences are: restitution, revoking of laptop privilege, in-school suspension, and off-campus suspension. Major offenses include, but are not limited to, the following:

- **Privacy, Property, & Community**
  - Accessing or deleting the administrative account.
  - Vandalizing the laptop or other network resources (defacing, engraving, coloring, painting, etching, writing on the laptop itself, deliberately removing keys or deforming the original shape of the laptop and its components).
  - Accessing laptops, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any web page or social network without the owner's knowledge or expressed permission.
  - Recording, filming, or photographing teachers or other students without expressed permission to do so. If persons have given permission to record, the student who receives permission is expected to respectfully and responsibly use and manage the recorded material. Publicly posting captured material is not allowed.
  - Using the laptop and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.
- **Illegal Activity**
  - Installing or distributing unlicensed or illegal software.
  - Using the network in support of illegal activities or businesses or for gambling.
  - Installation of third party firewalls, anonymizers, or proxies.
  - Installing or using unauthorized 3rd party multi-node file-sharing software (e.g., Torch, BitTorrent, Transmission) on school laptops. iChat, Dropbox, Google Drive, Evernote, & AirDrop do not fall under this category.
  - Modifying operating system other than those installed by our Tech Department.
- **Network Access (Major)**
  - Placing, creating, "liking" or "boosting", or accessing sexually explicit, violent, obscene, or unlawful material.
  - Attempting to get around network security or to impair functionality of the network.
  - Attempting to bypass restrictions set by the network administrators, such as using a VPN.
  - Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
  - Providing billable services to others for the use of your laptop or HISD network resources.
  - Intentional damage and/or theft of any laptop.

3. **Student Laptop Loan Agreement** (This is the same information that is in the signed Student Device Loan Agreement)

A student device 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.
- The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of device loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer or installed on the computer under any circumstances.
- Parents/guardians accept financial responsibility for cost related for replacement of a lost or stolen device or accessories, or for damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored.
- A lost or stolen device should be reported to the campus technologist or school administrator within one school day.
- Students may request a padded laptop bag, which fits inside any backpack.
- The device, which is the property of Houston ISD, must be returned prior to the end of the 2023-2024 school year, or in the event of school change or early withdrawal.
- The district has provided students with a Digital Citizenship Course and information for parents, via Open House events and handouts, including information about how to care for the device and how to make responsible use of technology.
- I have read the Acceptable Use Policy for Electronic Services for Students.