KINDER HSPVA
POWERUP LAPTOPS & LAPTOP USE POLICY

Part 1: HSPVA Laptop Acceptable Use (including Non-Negotiable Student Laptop Policies & Expectations)
Part 2: Major & Minor Offenses

An HP Elite Book laptop will be loaned to all HSPVA students. To receive a laptop, students must return a signed Student Laptop Loan Agreement (with a parent/guardian signature) along with a $25 non-refundable security deposit (waived for 2020-2021). **Kinder HSPVA is committed to HISD's PowerUp initiative, and, therefore, expects all students to receive a laptop.** No technical assistance is provided for students who opt out of the PowerUp initiative.

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

1. KINDER HSPVA Laptop Acceptable Use

Kinder HSPVA recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, 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 HSPVA's network services will be provided throughout the school via a wireless network. HISD blocks websites and web-based services that the administration deem 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 must reflect the integrity and honesty expected of a Kinder HSPVA student, as described in the HISD Code of Conduct and the Kinder HSPVA Student Handbook. 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.

Non-Negotiable Student Laptop Policies and Expectations:

Be Ready
- Bring your fully charged laptop every day. If a student is not able to participate in class because he/she/they do not have a charged laptop, the student is 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.

- To check out a laptop or receive laptop help, students should report to the Tech Office (463).

Be Responsible
- Protect your laptop from damage or theft. Students should always keep their laptops in their hallway locker or on their person. (Never leave it unattended.) Students should make arrangements to ensure laptops can be monitored by an adult if at an off-campus event.
- Report lost, stolen or damaged laptops immediately to Mrs. Patel at dpatel2@houstonisd.org, or in room 463. There is a $25 fee for damage to the laptop. Repeated instances of damage caused by neglect may result in disciplinary action.

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

Printing
PowerUp devices are blocked from installing any software, including printer drivers. 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.

Return of Laptop
At the end of the year, a student must return his/her laptop, laptop case, shoulder strap, and power charger as scheduled. 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 – **$50**
- Strap – **$10**
- Case – **$38**
- Computer – $**1200***

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**
  - Leaving the laptop unattended.
  - Placing stickers directly on the laptop.
  - 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)
- **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 through the HUB or through any school system.
  - 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-HISD 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.
    - 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.