



Westside High School Acceptable Use Policy

School Year 2019 – 2020

In addition to the HISD Student Laptop Loan Agreement for the 2019 -2020 school year, students must comply with the following guidelines.

1. **Every Class, Everyday:** Students are required to bring charged laptops to each class, every day to be admitted into class unless they have a 'No Laptop Pass'.
2. **PowerUp Laptop Must be in Cases:** All HISD laptops must always be carried in the case when not in use or the insurance will be void in the case of damage. ***Student/Parent is financially responsible.***
3. **Damage to Laptops**
 - 1st and 2nd offense: ***Parent is responsible for repairs per HISD contract.*** Once associated fees are paid, a laptop will be returned. The student will be made aware that if damaged a **3rd time**, a new laptop will NOT be issued.
 - 3rd offense: ***Parent is responsible for repairs per HISD contract,*** and no laptop will be issued back under the HISD neglect clause.
 1. If a student loses privileges, the student is NOT allowed to bring their own personal devices. Arrangements will be made with their Dean.
4. **Stolen/Lost PowerUp Laptops**
 - If laptop is stolen or missing, the student needs to:
 1. Report that the laptop is missing to their Dean
 2. Complete a Lost/Stolen Laptop Form and submit it to the Tech Room(A204)
 - If a laptop is lost or stolen off campus, a report must be filed with local police department and a copy submitted to the Tech Room
 - If laptop is stolen/lost and police report is filed twice within the same academic year, a laptop will not be reissued per HISD contract.
5. **Laptop Hacking or Alteration Punishment**
 - Using any software/VPNs to bypass filters or changing the operating system will void contract; each situation will be decided on a case by case basis by the administration.
6. **Outside Devices**
 - Non-PowerUp laptop or tablets are NOT to be brought on campus or allowed to connect to the HISD network.
7. **End of the Year Laptop Return**
 - At the end of the 2019-20 school year, the laptop is turned in at the time requested. If not:
 1. Parents will be called.
 2. Per the HISD contract, legal action will be pursued.
8. **Previous Year's Items Not Returned**
 - If a student does not turn in an item the previous year, the item will not be issued the following year, until payment is complete, or item is returned.
 - Seniors who do not turn in all laptop items will not walk at graduation, until all items are returned, or payment is complete.



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9. Students are RESPONSIBLE for saving all documents

- Students are responsible for saving all work in Google Drive or Office 365. All work is expected to be backed up on PowerUp devices and not saved in "My DocumentsFolder" or on the laptop's desktop.

10. Laptops are HISD Property

- Laptops are the property of HISD and students are required to surrender their laptop to teachers, administrators, and other authorized HISD personnel when asked. Students should not alter, modify, or cosmetically change the laptop or case for any reason. This includes but is not limited to stickers, writing or damage to laptop case in any manner.

Important Notes:

- Laptops are to be used for school purposes only. Use of the laptop for any other reason may void laptop agreement and result in loss of laptop privileges
- Damage/Loss/Theft of chargers, cases, straps or laptop battery is NOT covered by the \$25 deposit. If these items are lost/stolen, students/parents are responsible for replacement.

<u>Replacement Item</u>	<u>Replacement Cost</u>
HP Laptop X360	\$1073
HP Laptop Battery	\$120
Laptop Charger	\$55
Laptop Bag	\$38
Laptop Strap	\$9

*The WHS administration **reserves the right to change** this policy at any time without prior notice. If any **changes** are made, the revised terms and conditions shall be communicated immediately.