



## RULES FOR USE POWERUP LAPTOPS



### 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, SECHS Workforce, and community service. Students who demonstrate a pattern of minor offenses will be referred to their Dean.

#### ***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 or using the laptop without the school issued laptop case; the case is to stay on the device at all times.
- Placing stickers directly 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)
- 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-SECHS 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: 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 SECHS network resources.
- Intentional damage and/or theft of any laptop.

### ***How To Get Tech Support?***

- Email: Mr. Arauco: [rarauco@houstonisd.org](mailto:rarauco@houstonisd.org)

How Long Will I Have Wait for Tech Support? Two common scenarios are the most common.

1. If the repair will take more than a few hours, the student will be issued a replacement computer.
2. If the laptop is lost or stolen and the student has filled out the necessary paper work, a replacement computer will be issued.