



# Westside High School Acceptable Use Policy

## School Year 2025 – 2026

In addition to the HISD Student Device Loan Agreement for the 2025 -2026 school year, students must comply with the following guidelines.

1. **Every Class, Everyday:** Students are required to bring charged Device to each class, every day to be admitted into class unless they have a 'No Device '.
2. **Damage to Device**
  - 1<sup>st</sup> and 2<sup>nd</sup> offense: *Parent is responsible for repairs per HISD contract.* Once associated fees are paid, a Device will be returned. The student will be made aware that if damaged a 3<sup>rd</sup> time, a new Device will NOT be issued.
  - 3<sup>rd</sup> offense: *Parent is responsible for repairs per HISD contract,* and no Device 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.
3. **Stolen/Lost PowerUp Devices**
  - If Device is stolen or missing, the student needs to:
    1. Report that the Device is missing to Tech Room not later than 2 days
    2. Complete a Lost/Stolen Device Form and submit it to the Tech Room(A204)
      - If a Device is lost or stolen off campus, a report must be filed with local police department and give a copy of the report with case number to the Tech Room.
  - If Device is stolen/lost and police report is filed twice within the same academic year, a Device will not be reissued per HISD contract.
4. **Device 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.
5. **Outside Devices**
  - Non-PowerUp Device or tablets are NOT to be brought on campus or allowed to connect to the HISD network.
6. **End of the Year Device Return**
  - At the end of the 2025-2026 school year, the Device is turned in at the time requested. If not:
    1. Parents will be called.
    2. Per the HISD contract, legal action will be pursued.
7. **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 Device items will not walk at graduation, until all items are returned, or payment is complete.



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### 8. 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 Device's desktop.

### 9. Devices are HISD Property

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

#### Important Notes:

- Devices are to be used for school purposes only. Use of the Device for any other reason may void Device agreement and result in loss of Device privileges
- Damage/Loss/Theft of chargers, students/parents are responsible for replacement.

<u>Replacement Item</u>	<u>Replacement Cost</u>
HP Chromebook X360	\$531
Device Charger	\$55

\*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.