DeBakey Laptop Acceptable Use Policy

DeBakey High School

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

DeBakey's network resources are considered the property of HISD. Laptop access to DeBakey's network services will be provided throughout the school via a wireless network. HISD blocks websites and web-based services that the district 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, but not limited to 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. DeBakey 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 DeBakey student, as described in the HISD Code of Conduct and the DeBakey 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. Therefore, students may only use the laptop they have been issued.

Non-negotiable Student Laptop Policies and Expectations

A student must bring their laptop to school every day.

We want all students to take full advantage of the resources available to them via their laptops. Therefore, we require all students to bring their HISD issued laptops to school every day. It is at the teacher's discretion to assign a consequence to a student that fails to bring their laptop. If a student follows the appropriate steps to "borrow" a laptop from the school, then no consequences should be assigned. Consequences for failure to bring their laptop to school may include, a zero on assignments, tests, detention, etc.

To check out a laptop, receive laptop help, or checkout a laptop loaner, a student must submit the Student Laptop Loan Agreement. Students should see our Customer Service Representative in the Tech Help Center. A cell phone or something of equal value is required as collateral (house or car keys may NOT be used as collateral).

A student must have his/her laptop in the sleeve when not in use.

The school-issued cases are required as part of the computer warranty. Teachers must confiscate a student's laptop if it is not in the school-issued case and the case is not with the student. Laptops should be sent to our Customer Service Representative in the Tech Help Center until the student brings in the case.

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 charging stations available in the cafeteria and library before school, during lunch, or after school for charging on campus.
- After lunch, students can charge laptops in a classroom with expressed teacher permission.
- Phone/device charging of any kind is not allowed during class time.

A student must prevent laptop damage.

Students will face consequences for a severely broken laptop that requires replacement. If a student's laptop breaks:

- The student will bring the broken laptop to the Tech Center before/after school, during lunch for evaluation.
- If the laptop must be exchanged for a new one, the tech will issue the student a "Computer Damage & Negligence Form."
- *Be aware that the warranty covers the device - not the case, power cord, or strap. Additionally, in instances of gross neglect or damage, student may be held financially responsible.*

A student must prevent laptop loss/theft.

Students should keep their laptops in their hallway locker or on their person at all times (never leave it unattended). Students should make arrangements to 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 his/her laptop:

- He/she must report the loss to the dean and the dean will provide the student with a police report form.
- The student brings the form to the Tech Center for our rep will add the serial number of computer.
- The student brings the form to the Campus Police Office. (The police report will not be considered filed until it is officially submitted to the campus police office. It is the student's responsibility to ensure the police report is filed.)

A student will not be penalized for laptops that are stolen due to no wrong doing. School Administrators will issue consequences (detention) to students who carelessly lose the laptop or leave it unattended in common areas.

- Consequence for first time offender: warning issued
- Consequence for second time offender: detention (review acceptable use policy video and retake assessment during detention).

At the end of the year, a student must return his/her laptop, laptop case, and power charger. If a student does not turn in one of these items, then he/she 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.

Lost/Stolen Fees:
HP x360: Charger - **$32** Sleeve/Case - **$38** Computer Package - **$ 1089**
**Students who file a police report for a stolen computer will not be required to pay the computer lost fee.*

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, etc. Students who demonstrate a pattern of minor offenses will be referred to their Assistant Principal for disciplinary action.

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-DeBakey HS 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 such as VPNs, etc.
- Installing or using unauthorized 3rd party multi-node filesharing software (e.g., Torch, BitTorrent, Transmission) on school laptops. Dropbox, Google Drive, & Evernote 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 WHS network resources. • Intentional damage and/or theft of any laptop.

On-Campus Tech Support

The Tech Room is located on the third floor. The purpose of the Tech Room is to provide technical assistance to our users. Our instructional technologist is Mrs. Rodriguez and we will have a new support specialist to be announced soon. They will handle hardware- support technologist. Together they are able to diagnose repairs, install warranty-related repairs, and answer all student software and hardware questions. For convenience, the student tech support specialist is located in the Tech Center in the commons area (cafeteria) before/after school and during all lunches.

How do I Get Tech Support?

- **Tech Room: Come to the tech center before/after school and during lunch.**
- **Canvas DeBakey Page – submit a ticket**

How Long Will I Wait for Tech Support?

Three common scenarios:

1. If the repair is simple, the student will be told to wait or to return for their laptop within 30 minutes-4 hours.
2. If the repair will take more than a few hours, the student will be issued a replacement computer.
3. If the laptop is lost or stolen and the student has filled out the necessary paper work, an immediate replacement computer will be issued.

***If a student's device is lost or stolen, he/she should contact the campus police officers or the assigned AP immediately. See the process on page 2. ***

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2026-2027 STUDENT LAPTOP LOAN AGREEMENT

A district laptop 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 2025-2026 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.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the laptop computer equipment described in this document.

Student Name (print) _____ Phone _____

Student ID _____ Grade Level _____ Homeroom Teacher_____

Address/City/State/Zip _____

Student Signature_____ Date _____

Student Email _____

Parent Signature_____ Date _____

Parent Email_____

School Name__**DeBakey High School**_