

## Technology Usage Clarifications

Students may not modify or attempt to modify any settings in the Update and Security menu or System and Security menu.

Updates – Updates typically download and install at night in the background. However, occasionally the user may need to manually update and restart or shut down. If the PC is not behaving normally, please plug in the laptop/PC and restart it. *Leave the laptop/PC alone until it comes back up.* Note that it is normal for the screen to go black during some updates. Do not close the lid or turn off the laptop/PC during an update as this can corrupt Windows software.

Reset this PC – Students may not reset the PC or reinstall Windows for any reason. Students must contact the technology office if they have forgotten their Windows password or need a password change. If a student has a problem with an FACS laptop that a restart will not fix, that student should bring the laptop to the IT Office for troubleshooting and repair. Students should never attempt repair themselves. Resetting, whether intentional or accidental, shall incur a \$50 fine and loss of laptop privileges while the PC is being restored to its FACS configuration by the FACS Technology Department. Additional disciplinary action may also be taken at the discretion of the Administration.

User Accounts and Laptop Configuration - Any action which modifies the FACS laptop/PC configuration or the user account issued to the student on that laptop/PC, whether intentional or accidental, shall incur a \$50 fine and loss of laptop privileges while the computer is being restored to its FACS configuration by the FACS Technology Department. Additional disciplinary action may also be taken at the discretion of the Administration.

Password Security - Students using passwords or user accounts (including copy codes) not assigned to them will be in violation of the FACS user/responsible use agreements. Loss of laptop privileges, fines, and additional disciplinary action may be taken at the discretion of the Administration.

Note: As with any FACS policy, consequences of violations, whether specifically listed or implied by the spirit of the policy, will be at the discretion of the FACS Administration.