



HARTS BLUFF
Independent School District

Responsible Use Policy
&

Electronic Device Handbook

2018-2019

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Terms Of The Electronic Devices Loan

Title

At all times, the legal title to the electronic devices is maintained by Harts Bluff ISD. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Harts Bluff ISD *Responsible Use Policy and Electronics Device Handbook*.

Term of Agreement

The right to use and possess the electronic device terminates no later than the last day of the school year, unless earlier terminated by HBISD, or upon withdrawal from the district.

Appropriation

The failure to return the electronic device in a timely manner will be considered unlawful appropriation of Harts Bluff ISD property and appropriate legal action will be taken.

Usage and Maintenance Fee

In order to issue any electronic devices (Laptops, Chromebooks, iPads, etc.):

- Students will pay a non-refundable \$5.
- Students will pay fee before, or when taking possession of the electronic device.
- If the device is damaged, lost, or stolen, you are required to report the incident to the school by the next school day. You will also be responsible for the insurance deductible (if an insurance claim must be filed). In case of theft, vandalism, and other criminal acts, **a police report MUST be filed by the parent by the next school day after the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report must be brought to the school.** If the electronic device is stolen and the student reports the theft (by the next school day) and a police report is filed, then the student will not be charged the deductible.
- Students are responsible for devices lost or damaged beyond normal use.
- Students are also responsible for lost or damaged beyond normal use electronic device equipment, such as power source, covers, cases and screen protectors. (See replacement chart below)

Repair**	Loss, Deliberate Damage or Neglect - <i>Laptops</i>	Loss, Deliberate Damage or Neglect - <i>iPad</i>
Power Adapter	\$20.00	\$6.00
Power Adapter Cord		\$7.00
iPad Case		\$20.00
Re-imaging due to violation of Responsible Use Policy or reinstallation of software applications	\$15.00	\$15.00

Financial Hardships

Based on TEC 11.158, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments, technology and uniforms owned or rented by the district.

If this fee creates a financial hardship on the student or parent in obtaining an electronic device, please contact the campus administration about payment options.

Upon proof of financial hardship, the administration may elect to:

- Create a payment plan for the student to pay out fees over time:

	Annual Fee	Loss, Deliberate Damage or Neglect
Annual Usage Fee	\$5.00	\$50.00 per incident
Financial Hardship	\$5.00	\$50.00 per incident

Use of Electronic Devices on Network

The electronic devices, when accessing the internet connection at school, will have the same level of filter and firewall protection as the other computers on the premises. Students should not bypass the filtering system, as doing so will result in violation of the *Student Guidelines for Responsible Use of Technology Resources*. When devices are sent home with students, and WiFi is accessible, parents will be responsible for maintaining the appropriateness of material viewed in accordance of the *HBISD Responsible Use Policy*. For more information about Internet safety, you may go to www.isafe.org.

General Electronic Device Rules

Students are responsible for the care of the device they have been issued by the school.

- **Precautions:**
 - No food or drink is allowed next to your electronic device. Spills could incur costly repairs/deductibles. Cords and cables must be inserted and removed carefully.
 - Electronic devices should be powered down when not in use to conserve battery life.
 - Electronic devices should remain free of any writing, drawing, carving, stickers, or labels that are not the property of Harts Bluff ISD.
 - Electronic devices must never be left unsupervised ANYWHERE or ANYTIME. Unsupervised areas include the school grounds and campus cafeteria, computer lab, hallways, locker rooms, library, unlocked classrooms, and dressing rooms. Any electronic device or charger left in these areas is in danger of being stolen. ***Unsupervised electronic devices will be taken to Ms. Dungan and there will be a \$15.00 fee to reclaim your electronic device or charger.***

- o Students are responsible for keeping their electronic devices charged. Students should always have device charged and ready for class.

- o Disciplinary action may be taken for repeat offenses, so students should charge the device each night. If the device is used at school only, the teacher will tell the student how they are to charge the device. Caution should be given to overcharging the device by leaving the electronic device plugged into a wall outlet for an extended amount of time.

Carrying iPads

- The protective carrying case provides the iPad with sufficient padding to protect it from normal treatment and provides a suitable means for carrying the iPad within the school. The following guidelines should be followed:
 - o The iPad should always be inside the protective carrying case when being transported.
 - o Students will only be allowed to use the protective carrying case provided by the school district. Students should never remove the protective case. Do not purchase different carrying cases for the iPads.

Screen Care

- The iPad screen can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure. To avoid damage and costly deductibles, please adhere to the following rules:
 - o Do not place anything near the iPad that could put pressure on the screen.
 - o Avoid dropping the iPad.
 - o Do not place anything in the carrying case that will press against the cover.
 - o Clean the screen only with a soft, dry cloth.
 - o Do not use Windex or other harsh chemicals to clean the screen.

Using Your Electronic Device at School

- The electronic device is a resource necessary for the learning experience and must be brought to class each day, much like a textbook. Teachers will communicate specific expectations regarding which resources will be used in any given class period. As the teachers introduce the electronic devices into the curriculum, they will determine when or if the students are prepared to transport them from school to home. The district will equip each iPad with a cover/case, screen protector, and power source, and each chromebook and laptop with a power source.

Applications on iPads

- The applications originally installed by Harts Bluff ISD must remain on the iPad in usable condition and accessible at all times. The school has loaded applications needed for instruction. During the year, the school may add additional applications.

Inappropriate Content

- Inappropriate content will not be allowed on electronic devices.
- Presence of weapons; pornographic materials; inappropriate language; alcohol, drug, and/or gang related symbols or pictures will result in disciplinary actions.

Inspection

- Students may be selected at random to provide their electronic device for inspection to check for restricted images, applications, etc.

Re-imaging

- Occasionally, it will be necessary to re-image the electronic device. This may be required to load additional applications or it may be to rid the electronic device of inappropriate content. If re-imaging is required due to misuse by a student, a \$15.00 re-imaging fee will be charged.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Deleting Files

- Students should not delete any software applications, folders or files that they did not create or that they do not recognize. Deletion of certain files will result in the student's inability to complete class work.
- A \$15.00 re-imaging charge to correct system files and applications may apply.

Music, Games or Programs

- Music and game applications may not be downloaded. This may be a violation of copyright laws.
- All applications loaded on the iPad must be district approved.
- All programs loaded on the Laptop or Chromebook must be district approved.
- A \$15.00 reimaging charge to remove any unapproved applications or files may apply.

Loaning or Borrowing Electronic devices

- Access to another person's Electronic device without consent or knowledge is considered hacking and is a violation of the District Responsible Use Policy.

Unauthorized Access (Board Policy CQ)

- Access to another person's Electronic device without consent or knowledge is considered hacking and is unacceptable.

Repair and Technical Issues with Devices

- Bring device to Ms. Dungan or Mrs. Shumake when experiencing technical issues, after teacher has tried to correct the problem.
- Pay fee, if assessed, when picking up device.

Student Guidelines For Responsible Use Of Technology Resources

These guidelines are provided so that students and parents are aware of the responsibilities they accept when using District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD ROMS, digitized information, communications technologies and Internet access. In general, this requires conscientious, ethical and legal utilization of all technology resources. **Access to these systems is a privilege, not a right.**

All parents/legal guardians and students in Grades Pre-K through 8th grade are required to acknowledge receipt and understanding of the *Student Guidelines for Responsible Use of Technology Resources* document and must agree in writing to comply with all regulations and guidelines contained herein.

Students will not be allowed access to any educational technology resources in Harts Bluff ISD until their *Student Guidelines for Responsible Use of Technology Resources* document has been signed and returned to the school office.

Once their authorization form has been returned, each student of appropriate age will be issued a unique login identification code for allowed access to educational information systems. **Student passwords are confidential and must not be revealed to other students.**

Responsible Use

- The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through an appropriate provider to be designated by Harts Bluff ISD at its sole discretion. Harts Bluff ISD and all users of the Internet must comply with existing rules and Responsible Use Policies, which are incorporated into this document and are available from the District.
- Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

Monitoring

- Harts Bluff ISD reserves the right to review any material on user accounts and to monitor fileserver space in order for Harts Bluff ISD to make determinations on whether specific uses of the network files of Harts Bluff ISD are inappropriate.

Network Etiquette

- All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - (a) Be polite. Do not get abusive in your messages to others.
 - (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - (c) Do not reveal your personal address or phone numbers of students or colleagues.
 - (d) Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and could result in disciplinary action. (Refer to discipline penalties in the student handbook)
 - (e) Do not use the Internet in such a way that you would disrupt the use of the network by other users.

- (f) All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network.

Warranties

- Harts Bluff ISD make no warranties of any kind, whether express or implied, for the service it is providing. Harts Bluff ISD will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries or service interruptions caused by Harts Bluff ISD negligence or by the user's errors or omissions. Use of any information obtained via errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Harts Bluff ISD specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

Security

- (a) Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his/her password. Users should also protect their passwords to ensure system security with personal identification procedures.
- (b) If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
- (c) Attempts to log on to the Internet as a system administrator will result in disciplinary action.(Refer to discipline penalties in student handbook)
- (d) Any user identified as a security risk for having a history of problems with other computer systems will be subject to District discipline options.

Vandalism and Harassment

- (a) Vandalism and harassment will result in disciplinary action. (Refer to discipline penalties in student handbook).
- (b) Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, Internet provider, or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
- (c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

CIPA and COPPA

- The Federal Trade Commission has established rules for website operators to make sure that student privacy is protected while they're online. These rules are part of the 1998 Children's Online Privacy Protection Act (COPPA). The Goal of COPPA is to place parents in control over what information is collected from their children online, and to require commercial websites to provide notice and obtain parental consent before collection of any personal information from children under 13 years of age, with certain exceptions. The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. In general, no school or library may receive discounts unless it certifies to the Commission (FCC) that it is enforcing a policy of Internet safety

incorporating the use of filtering or blocking technology on computers with Internet access. Harts Bluff ISD is in compliance with COPPA/CIPA, and provides a safe learning environment to students while they are on the Internet by:

- (a) Providing filtered Internet access to students while they utilize Harts Bluff ISD computers.
- (b) Providing filtered email for students that block what content is delivered to the students.
- (c) Continuing to monitor the activities of all students closely while on the Internet to ensure proper educational usage of Harts Bluff Informational Resources.

Copyright Restrictions

- All students shall comply with the copyright law of the United States (Title 17, US Code), which governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order, if in its judgment; fulfillment of the order would involve violation of copyright law. All Harts Bluff ISD students will comply with copyright issues.

Encounter of Controversial Material

- Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, with the Internet it is impossible to control the content of data and a user may discover controversial materials. It is the user's responsibility not to initiate access to such material. Harts Bluff students are trained in procedures to notify teachers when they encounter questionable materials so that these sites may be blocked. Harts Bluff ISD shall not be held liable for any decision to restrict or regulate access to Internet materials.

Education, Supervision and Monitoring

- It shall be the responsibility of all members of the Harts Bluff staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children Protection Act, and the Protecting Children in the 21st Century Act.
- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.
- The principal or designated representatives will provide age-appropriate training for students who use the Harts Bluff Internet facilities. The training provided will be designed to promote Harts Bluffs' commitment to:
 - (a) The standards and responsible use of Internet services as set forth in the Harts Bluff ISD Internet Safety Policy;
 - (b) Student safety with regard to:
 - a. Safety on the internet
 - b. Appropriate behavior while online, on social networking web sites, and in chat rooms; and
 - c. Cyber bullying awareness and response.
 - (c) Compliance with the E-rate requirements of the Children's Internet Protection Act

(CIPA)

Following receipt of this training, the student will acknowledge that he/she received this training, understood it, and will follow the provisions of the District's Responsible Use Policies.

Penalties For Improper Use

Any user violating these rules, applicable state and federal laws, or posted classroom and district rules is subject to District discipline options. In addition, pursuant to State of Texas law, any unauthorized Internet access, attempted access, or use of any state computing and/or network system is a violation of the Texas Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

Expectations

- (a) Student use of computers, other technology hardware, software and computer networks, including the Internet is only allowed when supervised or granted permission by a staff member.
- (b) All users are expected to follow existing copyright laws.
- (c) The District has an Internet Safety Plan in place. Students are to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- (d) Students who become aware of a security problem are expected to convey the details to their teacher or a campus administrator without discussing it with other students.

Irresponsible conduct

Includes, but is not limited to the following:

- (a) Using the network for illegal activities, including copyright, license or contract violations; downloading inappropriate materials, viruses, and/or software such as, but not limited to, hacking and host file sharing violations.
- (b) Using the HBISD network for financial or commercial gain, advertising, or political lobbying.
- (c) Accessing or exploring online sites or resources that do not support the curriculum and/or appropriateness for school assignments such as, but not limited to, pornographic sites.
- (d) Stealing/Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- (e) Causing congestions on the network or interfering with the work of others, e.g. chain letter or broadcast messages to lists/directories or individuals.
- (f) Gaining unauthorized access anywhere on the network.
- (g) Revealing the full name, home address, social security number, bank or credit card numbers or phone number of one's self or another person.
- (h) Invading the privacy of other individuals.
- (i) Using another user's account, password, or allowing another user access to your account or password.
- (j) Coaching, helping, observing or joining any unauthorized activity on the network.
 - a. Forwarding/distributing e-mail messages without permission from the author.

- b. Posting anonymous messages or unlawful information on the system.
- c. Engaging in sexual harassment or using objectionable language in public or private messages, e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- d. Falsifying permission, authorization or identification documents.
- e. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- f. Knowingly placing a computer virus on a computer or network

Responsible Use
Internet/Computer Required Signatures



STUDENT/USER

I understand and will abide by the provisions and conditions of this Internet/computer guide. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Harts Bluff School District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, cyberbullying, and other issues described above.

Student Name: _____
(please print clearly)

Grade _____
Student/User Signature _____ Date: _____

PARENT OR GUARDIAN

Students under the age of 18 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of this student, I have read this guide and understand that it is designed for educational purposes. I understand that it is impossible for the Harts Bluff School District to restrict access to all controversial materials, and I will not hold these entities responsible for materials acquired on the Internet. I also agree to report any misuse of the information system to the Harts Bluff School District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, cyberbullying, and other issues described above.

I accept full responsibility for supervision if and when my child's use of the Internet is not in a school setting. I hereby give my permission to issue an account/password for my child and certify that the information contained on this form is correct.

I agree with all the terms, fees, and requirements for participating in the Electronic Devices program at Harts Bluff as outlined in the Harts Bluff ISD Student-Parent Electronic Devices Handbook.

Parent/Guardian Name: _____
(please print clearly)

Signature: _____ Date: _____

Permission To Use Web 2.0 Tools In Classrooms



Dear HBISD Parent,

As you probably know, Web 2.0 tools are an important part of your child's education in the 21st Century. In decades past, school districts purchased software, installed it on servers or hard drives, and allocated machines for student use with access to the purchased software. Now the software our students need, called Web 2.0, lives on the internet, better known as in the cloud. In 1998, before Web 2.0 software was invented, the Federal Trade Commission created a rule called COPPA (Children's Online Privacy Protection Act) that causes any website that collects information (name, email address; the information needed to create a unique account) to prohibit use by children under 13 without parental consent. We are writing this letter to ask you to give your consent for your student to use Web 2.0 tools under our direction. It is very important to us for you to agree, so to reassure you, we are outlining several steps we are taking to protect your child while using technology at school:

1. Students are always supervised when using technology services at school.
2. Students are always directed to age and subject appropriate sites without deception or excessive advertisements
3. The District will continue to monitor and filter inappropriate material.

Our request is that you trust us as your child's teachers to decide which Web 2.0 tools are appropriate for use in our classrooms. If you ever have a concern about your student's education, we are here to help, and this issue is no different. Providing a 21st Century education that will prepare your student for his/her future is our highest priority, and we are sure you will agree that experience using the appropriate software for learning is an extremely important part of that education.

Yes, I give my permission for the teachers of Harts Bluff to allow my child to sign up for Web 2.0 tools that they deem educational and appropriate for learning.

No, I do not give my permission for the teachers of Harts Bluff to allow my child to sign up for Web 2.0 tools that they deem educational and appropriate for learning.

Student's Name (Please print) GRADE _____

Parent/Guardian Signature

Date

Harts Bluff ISD District Electronic Device Usage Agreement Form

I have read the Harts Bluff ISD Student-Parent Responsible Use Form and I agree with all terms, fees, and requirements for participating in the Electronic Devices program at Harts Bluff ISD. I agree to pay the \$5.00 fee.

Student
Full Name _____
Please Print _____ Date _____

Parent/Representative
Full Name _____
Please Print _____ Date _____

Parent Signature _____

Grade _____

Homeroom Teacher _____

Internet services are available at our residence YES NO

What is your ISP (internet service provider)?

HughesNet Exede Dish AT&T

Windstream DirectTV Verizon Suddenlink

Do you access from wireless router or from mobile hotspot on your phone?