

Hudson ISD –  
Peavy Primary & Bonner Elementary  
Lufkin, Texas

# Digital Device Handbook

## Acceptable Use and Procedures

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**As a safe and responsible user of Hudson ISD's digital devices, I will help keep myself and other people safe by obeying the rules and guidelines contained in this handbook.**

**Students MAY NOT use school technology equipment until a parent/caregiver and the student has read, signed and returned the agreement contract included in this handbook.**

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# Acceptable Use and Procedures

## ➤ **1. Acceptable Use**

If a student violates any of the Conditions in this policy:

- (1) privileges may be terminated;
- 2) access to the school district technology resources may be denied; and
- (3) the appropriate disciplinary action shall be applied.

### **1.1 Parent Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Parents may be financially liable for any careless or malicious damage to digital device(s) by student.

### **1.2 School Responsibilities**

- The school will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- The school will provide network data storage areas. Hudson ISD has the rights to review, monitor, and restrict information stored on or transmitted via Hudson ISD-owned equipment and to investigate inappropriate use of resources.
- The school will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

### **1.3 Student Responsibilities**

- Students will use computers/devices in a responsible and ethical manner.
- Student will not share password or other personal information with anyone.
- If a student should receive inappropriate material, he will:
  - a. Not show other students
  - b. Turn off the screen or minimize the window, and
  - c. Report the incident to a teacher immediately.

### **1.4 Student Activities Strictly Prohibited**

- Downloading files such as music, videos, games or programs without the permission of a teacher. (Copyright Act of 1994 prohibits illegal installation or transmission of copyrighted materials)
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic or obscene materials
- Internet/computer games without teacher approval.

- Downloading apps
- Students are not allowed to give out personal information, for any reason over the Internet.

### **1.5 Legal Propriety**

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Hudson ISD Student Code of Conduct. Give credit to all sources used.

### **1.6 Student Discipline**

- Disciplinary actions for misuse of school-owned digital devices may include suspension of rights to use device(s) and other disciplinary actions as described in the Student Handbook.
- Consequences and/or disciplinary actions for accessing social sites, unauthorized game sites, etc. may result in suspension of rights to use digital device(s) and other disciplinary actions as described in the Student Handbook.

## ➤ **2. General Precautions**

- **DO NOT eat or drink when using HISD digital devices.**
- Digital devices must remain free of any writing, drawing, stickers, or labels that are not property of Hudson ISD.

### **2.1 Screen Care**

- Do not lean on the top or cover of a digital device.
- Do not place anything near the digital device that could put pressure on the screen.

### **2.2 Screen Savers**

- Students are not permitted to change the screen saver images on school owned devices.

### **2.3 Printing**

- Students are allowed to print from devices, if the teacher grants permission.

## ➤ **3. Software on Digital Devices**

- **Students are not allowed to load extra software/apps on school-owned digital devices.**

## ➤ **4. Protecting Digital Devices**

### **4.1 Inspection**

- Students are responsible for telling the teacher if a device has been damaged in any way that goes against the Acceptable Use Policy.

➤ **5. BYOD( Bringing Your Own Device to School)**

- Hudson ISD is not responsible for loss, theft or damage of one's personal device(s).
- Hudson ISD is not responsible for any breaches of copyright or other license infringements that take place on one's personal digital device.
- Any misuse of a personal digital device at school will result in disciplinary actions.
- Printing privileges to school owned devices will not be granted to personal device(s).
- If a teacher or school employee suspects that a student has engaged in inappropriate behavior using a personal device at school, the device may be held as evidence.

**Please sign the “Digital Device Acceptable Use and Procedure Agreement” and return to your child’s teacher.**

**Students will not be allowed to use school owned devices until this agreement has been signed and returned to the school.**

**Please keep this brochure as a reminder of the district’s policies and procedures.**