

**Hudson ISD**

**6735 Ted Trout Drive  
Lufkin, Texas 75904**

# Digital Devices Handbook



## Policies & Procedures



# Rationale

Hudson ISD uses Instructional Technology as one way of enhancing its mission to prepare and inspire all students for life-long success by teaching skills, knowledge, and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology is seamlessly integrated throughout the education program. Increasing access to technology is essential for the future, and some of the learning tools of 21<sup>st</sup> Century students are digital devices. The individual use of digital devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with digital devices can integrate technology into the curriculum anytime, anyplace.

The policies and procedures within this document apply to all digital devices (*such as laptops, netbooks, iPads, iPods, etc.*) used at Hudson ISD. Teachers may set additional requirements for use in their classroom.



Editor

April Lopez, ELAR Teacher, Hudson High School

Contributing Editors:

Joellen Stubblefield, HISD Business Teacher

Pat Evans, HISD Careers Teacher

Jennifer Brazil, Aide

Joan Ragland, IT Specialist

Hudson ISD, May, 2012

## ➤ **1. Acceptable Use**

The use of the Hudson School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by HISD is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the responsibilities associated with efficient, ethical, and lawful use of technology resources.

If a person violates any of the User Terms and Conditions named 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.

The Hudson School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

***Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.***

### **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.

### **1.2 School Responsibilities**

- School will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide network data storage areas. These will be treated similar to school lockers. Hudson ISD reserves the rights to review, monitor, and restrict information stored on or transmitted via Hudson ISD-owned equipment and to investigate inappropriate use of resources.
- 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.
- Students will obey general school rules concerning behavior and communication that apply to digital devices/computer usage.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions cause by the student’s own negligence, errors, or omissions.
- Students will help the Hudson School District protect its computer system/devices by contacting the teacher about any security problems they may encounter.
- If a student should receive an email, message, picture, etc. containing inappropriate or abusive language, or if the subject matter is questionable, he or she is asked to show the teacher and it will be handled through the office.

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

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work, as well as doing work for others
- Messaging services and social media services without teacher approval
- Internet/computer games without teacher approval.
- Use of outside data disks or external attachments without prior approval from the teacher
- Changing of digital device setting (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-sending mass or inappropriate emails
- Gaining access to another student’s accounts, files, and/or data
- Use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity
- Students are not allowed to give out personal information, for any reason over the Internet. This includes, but is not limited to, setting up Internet accounts, including those necessary for chat rooms, eBay, email, etc.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients
- Bypassing the Hudson ISD web filter through a web proxy

### **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, whether quoted or summarized. This includes all form of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subjected to penalties in the Hudson ISD Student Code of Conduct and Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **1.6 Student Discipline**

- Digital devices that have been intentionally damaged from student misuse or neglect will be repaired with the total cost borne by the student. Students will be responsible for the entire cost of replacement if the digital device cannot be repaired and must be replaced.
- 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**

- Digital devices are the property of HISD and all users will follow appropriate guidelines and the Acceptable Use Policy for technology.
- Use only a clean, soft, cloth to clean the screen, no cleaners of any type.
- Cords and cables must be inserted carefully into digital devices to prevent damage.
- Digital devices must remain free of any writing, drawing, stickers, or labels that are not property of Hudson ISD.

### **2.1 Screen Care**

The screens of digital devices can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure on the screen.

- 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.
- If there is a case, do not place anything in the carrying case that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” digital devices against lockers, walls, doors, floors, etc., as it can break or damage the screen.
- Do not have any liquids near the digital device.

### **2.2 Screen Savers**

- Inappropriate media may not be used as a screen saver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang-related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

### **2.3 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on digital devices and can be used at the discretion of the teacher.
- Non-educational internet games are not allowed on digital devices. If game apps are installed, it must be with the approval of HISD’s technology department.

- All software/apps must be district provided. Data storage will be through apps on the digital device and emailed to a server location.

#### **2.4 Printing**

- Printing will be available under the teacher's discretion and on a very limited basis.

#### **2.5 Network Connectivity**

- HISD makes no guarantee that its network will be up and running 100% of the time. In rare cases that the network is down, HISD is not responsible for lost or missing data.

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

#### **3.1 Originally Installed Software**

- The software/apps originally installed by Hudson ISD must remain on the digital device in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of digital devices will be made to ensure that students have not removed required apps.

#### **3.2 Additional Software**

- Students are not allowed to load extra software/apps on school-owned digital devices. Hudson ISD will synchronize digital devices so that they contain the necessary apps for school work. Students will not synchronize devices or add apps to their assigned device, through home, or other syncing accounts.

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

#### **4.1 Inspection**

- Devices will be inspected by the teacher to assure proper use. Students are responsible for telling the teacher if a device has been manipulated in any way that goes against the Acceptable Use Policy.

#### **4.2 Device Identification**

- Student devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:
  - Record of serial number and correlated asset tag
  - Hudson School label

### 4.3 Storing Digital Devices from Carts

- When students are not using a digital device, they should be stored in the school cart specifically bought for the classroom.
- All devices should be plugged in correctly when students return the device to the cart.

### 4.4 Digital Devices left in Unsupervised Areas

- Under no circumstances should a digital device be left in an unsupervised area. The device should never leave the classroom unless so instructed by the teacher.
- If a device is left in an unsupervised area, it needs to be returned immediately to the teacher's classroom or to the office.
- Violations may result in loss of digital device privileges and/or other privileges.

## ➤ 5. Repairing or Replacing a Digital Device

### 5.1 School District Protection

- The Hudson School District Digital Device Protection Plan covers repairs and/or replacement in the event of theft, loss, accidental damage, or maintenance. The District pays for the protection policy, but the student is responsible for payment of the deductible cost in the event something happens to the digital device as a result of misuse or neglect by the student.

**2012-13 school year:** iPad deductible..... \$200

Macbook deductible.. \$500

Netbook deductible... \$100

Graphing Calculator.....to be determined

Camera.....to be determined

- All protection plan claims for accidental damage and maintenance must be reported to the teacher as soon as possible. The teacher will report damage to HDOT.
- In case of theft or loss, student should immediately notify teacher. Teacher will notify campus principal and HDOT.

### 5.2 Cost of Repairs

- Students will be responsible for damages to digital devices including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental, or due to a malfunction, or maintenance issue, the District Protection Plan would be used to cover the cost of repairs.



- In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. The School District Protection Plan does not cover lost items such as protective sleeves, cases, and cables. Lost items such as sleeve, cases, and cables will be charged at the actual replacement cost.

## **HISD Digital Device Acceptable Use and Procedures Agreement**

*Instructions: Parent and student signatures are required on the HISD Digital Device Acceptable Use and Procedures Agreement on the following page. This form must be signed and returned to classroom teacher before the student will be allowed to use a school-owned digital device.*

### **To the Student:**

The digital device issued to you within the classroom is to use for educational purposes, innovation, and creativity. Responsible use of the device is expected. You are also expected to fully participate with your device in all classroom activities as directed by your teacher. Finally, we hope you enjoy the device and use it to its fullest potential.

### **To The Parent:**

HISD is one of the leading school districts in the area to integrate technology into the classroom. With a significant investment in education technology and infrastructure, your student will be exposed and trained to utilize technology as a tool and resource in order to enhance his/her learning.

The digital device can be used to word process, access the Internet and run a variety of “apps” that enhance the educational process. Teachers will also communicate with students via email and will distribute many classroom papers and documents electronically.

Finally, we encourage your student to become innovative with the technology they are provided. The device can be used for a multitude of applications. We encourage you to support your student as they learn to use new technology, ask them questions and have them teach you what they are learning. If you have any questions, please contact your student’s teacher or the school office.

# HISD Digital Device

## Acceptable Use and Procedures Agreement



### **Student Expectations:**

1. Students must abide by all school rules as outlined in the Student Handbook and Acceptable Use Policy.
2. Students agree to participate in all class activities and assignments as directed by their teacher.
3. Students and parents agree to be responsible for proper care of the digital device and know that any damage or loss may result in financial liability to replace the digital device.
4. Students and parents agree that any inappropriate use of the digital device will result in school discipline that may include the loss of the use of the device and school discipline according to the Student Handbook. Inappropriate use includes but is not limited to the following:
  - a. Visiting inappropriate websites
  - b. Sending inappropriate emails
  - c. Possessing inappropriate pictures and/or media files
  - d. Cheating
  - e. Installing unapproved app(s)
5. Students and parents acknowledge that HISD may search school-issued digital devices at any time to verify contents.

By signing below, we agree to the expectations and procedures as detailed above.

---

Signature of Parent

---

Date

---

Signature of Student

---

Date

