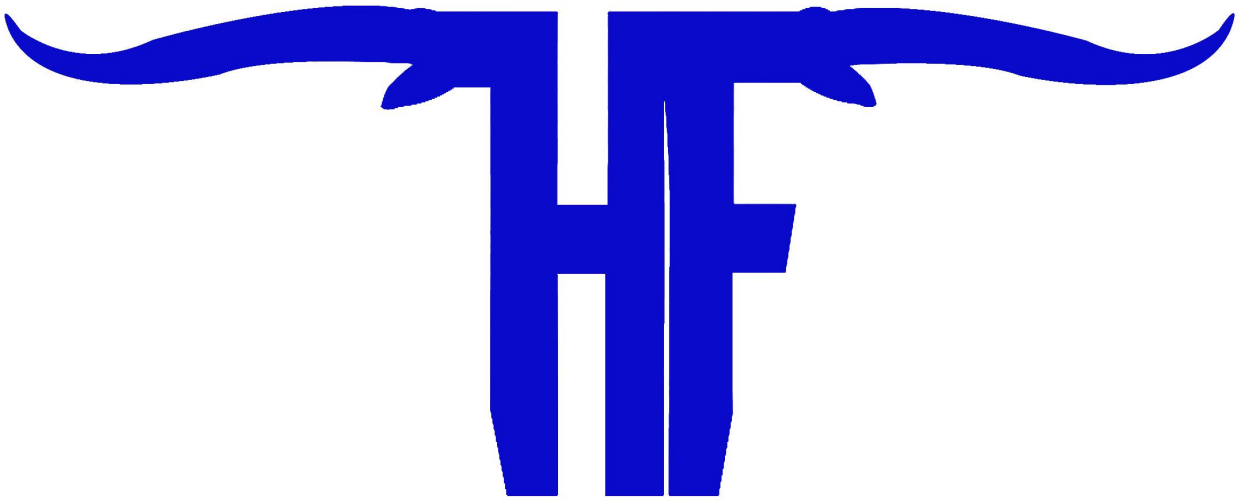
# HFISD TECHNOLOGY HANDBOOK



## Electronic Communication System
## Student Agreement Form - Responsible Use Guidelines

Your child will have access to hundreds of databases, libraries, and computer services through the Internet and other electronic information systems/networks. With this educational opportunity comes responsibility. Inappropriate system use may result in the loss of privilege to use these education tools.

Please note that the Internet is a network of many types of communication and information systems. It is possible that you may encounter areas of adult content, and some material you (or your parents) might find objectionable. The district will take reasonable steps to restrict access to such material. It will be your responsibility to follow the rules for appropriate use.

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**Rules for Responsible Use**

- You will access the Internet through a school-issued account.
- The account is to be used for academic purposes.
- You will be held responsible at all times for the proper use of this account, and the district may suspend or revoke your access if you violate the rules.

**Inappropriate Uses**

- Using the system for illegal purposes.
- Accessing another user's account.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are obscene, abusive, sexually-oriented, inappropriate, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

**Consequences for Inappropriate Use**

- Suspension of access to the system;
- Revocation of the computer system or account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct, administrative decisions, and applicable laws.

## Availability of Access

The District Technology Department shall oversee, implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.
An electronic version of the Responsible Use Guidelines is available on the District website.

## Responsible Use

The District administration and Board of Trustees shall develop and implement administrative guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

*User Responsibility*
The following standards will apply to all users of the District's electronic information and communication systems:
Online Conduct:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
3. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy, and administrative regulations.
4. System users must obtain permission from the network manager to upload public domain programs or to download public domain programs to the system.
5. Copyrighted software or data may not be placed on any system connected to the District's network without permission from the holder of copyright.

## Monitored Use

All school issued accounts and communications shall not be confidential. These accounts may be monitored, edited, or removed at any time by designated district staff to ensure appropriate use for educational or administrative purposes. Access to electronic materials will be provided or denied solely upon the discretion of designated district staff.

## Legal Compliance

All district electronic communications are compliant with the Children's Internet Protection Act (CIPA) as mandated by the federal government. The District meets the Internet safety standards that are required under the Elementary and Secondary Education Act (ESEA), including Internet filtering and technology protection measures. This includes all access to visual depictions that are obscene, pornographic, or harmful to minors.

*Definitions*
"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## Security

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

## Network Etiquette

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

## Take-Home Devices

Students in grades 4 through 12 will have a device checked out to them to bring home and to classes. Students are responsible for keeping devices charged and bringing them to school each day. If a student leaves their device home for 3 consecutive days, it will be considered lost, and the district will conduct an investigation.

## Electronic Device Fee

***Purpose:*** Replacement parts can range from $25 to $200. The device fee acts as a single-use "insurance" for students (also, available for staff) against accidental damage to electronic devices or chargers provided by the District. The fee is used at the time of the incident to cover the cost of replacement parts. If families wish to renew the device fee, an additional $20 should be paid within the week of notification. Intentional damage, abuse, or gross negligence and failure to follow guidelines will not be covered by the fee. The fee also does not cover lost devices or chargers.

Also, the fee is to provide loaner and replacement devices for students that come to school unprepared in regards to their electronic device or if their device is inoperable due to accidental damage.

The fee is to provide incentive for the students to be cautious and take care of the District devices which they will use regularly, and protect them financially from excessive costs by accidental damage.

The fee should be paid no later than the Friday of the first week of school.

**By declining to pay the fee, parents will be responsible for the full cost of the device if it is damaged.**

| | |
|---|---|
| **Device Fee**<br>*Covers one year of device use without damage.* | **$20** |

- If a device or charger is accidentally damaged then your initial yearly device fee covers the cost. If families wish to renew the device fee, an additional $20 should be paid within the week of notification.

- The final determination of fines of damaged/lost/stolen devices or chargers will be determined by the District.

## Acceptable Use Policy

If you would like a complete HFISD Acceptable Use Policy, you may request one from your campus office. The AUP can also be viewed on our district website under board policy CQ.

(Paper Copy of Online Registration Technology Form)

## HFISD Technology Handbook and Responsible Use Guidelines

Campus (circle) ES IS MS HS

**Student Name:**_____ **Grade**_____

I understand that use of district-owned equipment and its network systems is not private and will be monitored by the District. [See board policy CQ for more information]

I have read the District's electronic communication system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

I have chosen to:

_____Receive a paper copy of the HFISD Technology Handbook and Responsible Use Guidelines.

_____Accept responsibility for accessing the HFISD Technology Handbook and Responsible Use Guidelines by visiting the District's website at www.hfisd.net

Student Signature_____

Date_____

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**Parent**

I have read the District's electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the District's electronic communications systems, and in consideration for having access to the public networks. I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

_____ I give permission for my child to participate in the district's electronic communications system and grant the District permission to create student accounts for educational purposes.

_____ I do not give permission for my child to participate in the district's electronic communications system and grant the District permission to create student accounts for educational purposes.

Parent Name (Printed) _____

Parent Signature_____

Date_____

**Optional student device fee available for $20 and must be paid by the end of the first week of school.**

## HFISD Device Fee Form

Campus (circle) ES IS MS HS

**Student Name:**_____ **Grade**_____

### Electronic Device Fee

***Purpose:*** Replacement parts can range from $25 to $200. The device fee acts as a single-use "insurance" for students (also, available for staff) against accidental damage to electronic devices and chargers provided by the District. The fee is used at the time of the incident to cover the cost of replacement parts. If families wish to renew the device fee, an additional $20 should be paid within the week of notification. Intentional damage, abuse, or gross negligence and failure to follow guidelines will not be covered by the fee. The fee also does not cover lost devices or chargers.

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*Office Use Only*

❑ Paid *cash* *check* *credit card* $20.00

***date:***_____ ***check number***_____ ***receipt number***_____