



## **HOWE INDEPENDENT SCHOOL DISTRICT**

### **Employee Computing Device Guidelines**

#### **1.0 GENERAL INFORMATION**

The policies, procedures, and information within this document apply to all employee computing devices used in the Howe Independent School District (HISD).

##### **1.1 Receiving your computing device**

Computing devices will be distributed during "Employee Computing Orientations" at the beginning of the school year. Employees must sign and return the Employee Computing Device Guidelines Acknowledgement form before the device can be issued.

##### **1.2 Returning your computing device**

Computing devices and school issued accessories will be returned back to Howe upon request. If an employee leaves the District during the school year, the device must be returned at that time to the front office or campus principal. Employees who are suspended or terminated for any reason must return their individual school computing device with accessories on the date of termination. The employee will be charged the full cost of the computing device if it is not returned to the District.

Furthermore, the employee will be responsible for any damage to the device and must return the device and accessories to the front office in satisfactory condition. The employee will be charged a fee for any needed repairs, not to exceed the replacement cost of the computing device.

##### **1.3 Employee-Owned Devices**

Should an employee choose to purchase their own computing device for school use, the employee should understand that the device will be regulated by the same rules and requirements as if it were a school-owned device while in use in the District. This includes, but is not limited to, the responsible use policy, computing guidelines/agreement, employee handbook, and all appropriate laws and regulations.

#### **2.0 CARE OF THE COMPUTING DEVICE**

The computing device is school property and all users will follow this policy and the HISD Acceptable Use Policy for this technology. Employees are responsible for the general care of the computing device they have been issued by the school. Computing devices that are broken or fail to work



properly must be taken as soon as possible to an HISD technology or administrative representative for an evaluation of the equipment.

### 2.1 General Precautions

- Only use a clean, soft, dry cloth to clean the screen. Do not use cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Computing devices must remain free of any writing, drawing, stickers, or labels that are not the property of the HISD.
- If employees use "skins" or cases to personalize their computing device, they must not take off any District labels.
- Computing devices must never be left in unlocked classrooms, unlocked cars, or any unsupervised areas.
- Protect computing devices from exposure to any liquid (rain, drinks, cleansers, etc.)

### 2.2 Computing Device Care

It is required that the computing device be in a protective case when carried and not in use. Bags or backpacks that hold other objects (such as folders and textbooks), should not be used to carry computing devices to avoid placing too much pressure and weight on the computing device's screen.

- Do not lean on the top of the computing device when it is closed.
- Do not place anything near the computing device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the computing device against lockers, walls, car doors, floors, etc.

## 3.0 USING YOUR COMPUTING DEVICE AT SCHOOL

### 3.1 Computing devices Left at Home

Employees are expected to have their computing device available for training and classroom use on a daily basis. While employees may take their devices home, employees should plan to have their device available for use at work each day.

### 3.2 Computing device Undergoing Repair

Loaner computing devices may be issued from the Library Media Center to employees when their computing devices are being repaired. There may be a delay in getting a loaner computing device should the school not have extras.

### 3.3 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate



language, alcohol, drugs, tobacco, and gang-related symbols or pictures and will result in disciplinary actions.

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

Music and games are allowed on the computing device and can be used at the discretion of the employee. All software, apps, and music must be school appropriate and follow all regulations in the employee handbook. Data storage will be through apps on the computing device and email to a server location. Personal media may be deleted by school representatives if it utilizes too much storage.

### **3.5 Home Internet Access**

Employees are allowed to set up wireless networks on their computing devices. Printing at home would require a specific make/model printer at this time, proper settings on the computing device, and the correct app. Home wireless Internet access is not required by HISD; while helpful, most educational activities can be completed offline.

### **3.6 Individual Employee Passwords**

HISD will require every employee to utilize his/her school-issued password in order to secure the content of the computing device.

## **4.0 MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Computing Device/Home Directory**

Employees may save work directly on the computing device. It is recommended employees have a method of backing up their information personally or on an online resource such as their OneDrive service. Storage space will be available on the computing device—BUT it will NOT be backed up in case of re-imaging. It is the employee's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computing device malfunctions are not an acceptable excuse for not submitting work. HISD makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, HISD will not be responsible for lost or missing data.

## **5.0 SOFTWARE ON COMPUTING DEVICES**

### **5.1 Originally Installed Software**

The software/apps originally installed by HISD must remain on the computing 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 computing devices will be made to



ensure that employees have not removed required apps or added apps that are not school appropriate as defined by the employee handbook, responsible use policy, and all applicable laws.

### **5.2 Additional Software**

HISD will regularly update the computing devices so that they contain the necessary apps. Employees may backup class files to their iCloud account. Employees should not attempt to synchronize computing devices or add apps to their assigned computing device, including home syncing accounts as it may remove iTextbooks and other school-installed software. All items contained on the computing device must be school appropriate and follow all school guidelines whether personal or not. Employees must remember the computing device is property of HISD.

### **5.3 Inspection**

Employees may be selected at random to provide their computing device for inspection.

## **6.0 RESPONSIBLE USE**

### **6.1 Statement of Responsibility**

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Employee users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

### **6.2 School Responsibilities**

- Provide Internet and email access to its employees.
- Provide Internet blocking of inappropriate materials while at school.
- Provide online data storage services. These will be treated similarly to school lockers. HISD reserves the right to review, monitor, and restrict information stored on or transmitted via HISD-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid employees in doing research and help assure employee compliance of the responsible use policy.

### **6.3 Employee Responsibilities:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the HISD Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the employee's own



negligence, errors, or omissions. Use of any information obtained via HISD's designated Internet System is at your own risk.

- Reporting any missing or stolen devices to your campus administrator and local police within 24 hours of noticing the item is missing or stolen.
- Helping HISD protect our computer system/device by contacting an administrator about any security problems they may encounter.

HISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **6.4 Monitoring Account Activity**

If an employee should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she should report this to Technology Department. Employees will return their computing device to the District at the end of each school year.

### **6.5 Strictly Prohibited Employee Activities**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually-explicit materials
- Use of sites for the sale of term papers, book reports, and other forms of student-related work
- Use of messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission
- Use of Internet/computer games against corporation policy
- Changing of computing device settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading inappropriate apps
- Jailbreaking (downloading apps, movies, music, etc. from any site other than iTunes or the Apple Store)
- Spamming or sending mass or inappropriate emails
- Gaining access to other employee's accounts, files and/or data
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- 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) 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 HISD web filter through a web proxy
- Other activities deemed inappropriate by HISD



## 6.6 Computing Device Care

- Computing device batteries must be charged and ready for work each day.
- Employees will be held responsible for maintaining their individual computing devices and keeping them in good working order.
- Only labels or stickers approved by HISD may be applied to the device.
- Employees have been given the opportunity to individually purchase a case which best suits their needs.
- Computing devices that malfunction or are damaged must be reported to the front office. HISD will be responsible for repairing computing devices that malfunction. Computing devices that have been damaged due to employee misuse, neglect, or are accidentally damaged will be repaired with cost being borne by the employee. Employees will be responsible for the entire cost of repairs to computing devices that are damaged intentionally.
- Computing device damage: Employees are responsible for any and all damage.
- Computing devices that are stolen must be reported immediately to the front office.

## 6.7 Legal Propriety

All employees must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask another employee, supervisor or administrator.

Use or possession of hacking software is strictly prohibited and violators will be subject to discipline as defined by the HISD Employee Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the HISD.

## 6.8 Employee Discipline

The discipline procedure in the HISD Employee Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the computing device.

## 7.0 PROTECTING & STORING YOUR DEVICE

When employees are not using their computing devices, they should be stored in their locked desk or classroom. Nothing should be placed on top of the computing device. Computing devices should not be stored in an employee's vehicle while at school or at home.

## 8.0 LOSS OR DAMAGE

Once a school-owned device has been reported as lost or stolen, the device will be rendered inoperable. This means that the device is deactivated and will no longer function.



### Acceptable Use Policy

Howe Independent School District (HISD) provides a variety of network accessible devices for educational purposes. **The network includes the District's local network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students, including all new technologies as they become available.** This also includes any access to the HISD network while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of district technology resources via off-campus remote access. Please note that the Internet is a network of many types of communication and information networks, including digital resources, and is available through the District's network. Devices and connectivity offer a variety of communication, collaboration, and educational creativity opportunities.

#### 1.0 INTERNET SAFETY

Children's Online Privacy Protection Act (COPPA) | Students 13 or younger

COPPA requires additional parental permission for students under the age of 13 for education software tools that collect personal information about the child. Parents wishing to restrict access to these educational tools must do so in writing to the campus principal.

Children's Internet Protection Act (CIPA)

Training in compliance with CIPA policies is required for all students in order to address:

- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online
- Unauthorized disclosure, use and dissemination of personal information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors
- Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

#### 2.0 CYBERBULLYING

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to:

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Instagram or Facebook).
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.





- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators or strangers.
- Sending abusive comments while playing interactive games.
- Recording and distributing media with the intent to manipulate or embarrass others.

While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. If any inappropriate content or communication is accessed, students are required to immediately notify a teacher or parent. **It is each student's responsibility to follow the guidelines for appropriate and acceptable use.**

### 3.0 DEVICES

#### 3.1 Distribution

- Distribution of district-owned computing devices is held during "Student Computing Orientations" at the beginning of the school year.
- **Each student and their parent/guardian are required to complete, sign and return the AUP Acknowledgement | Insurance Form (last page of this document) before a device can be issued to the student.**

#### 3.2 Collection

Computing devices and school-issued accessories must be in satisfactory condition on return to HISD during the final weeks of school.

- If a student transfers out of HISD during the school year, the device must be returned at that time to the front office.
- Any student who withdraws, is suspended, expelled, or terminates enrollment at HISD for any other reason must return their individual school computing device with accessories on the date of termination.
- Parent/guardian will be charged the full cost of the computing device if it is not returned upon withdrawal from school.

#### 3.3 Damages

Any student who submits an AUP Acknowledgement | Insurance Form (see last page of this document) at the time of enrollment showing that insurance coverage for their device has been declined will be responsible for any damage to the device and will be charged a fee for any needed repairs, not to exceed the replacement cost of the computing device and/or accessories. Any AUP Acknowledgement | Insurance Form submitted must have either Accept or Decline checked at the bottom of the form.

#### 3.4 Appropriate Use





- Students must only open, view, modify, and delete their own computer files.
- Internet use in the classroom must be directly related to school assignments and projects.
- Students will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
- Students must immediately report threatening messages or discomforting Internet files/sites to a teacher or administrator.
- Students must always use the district's electronic communications system, including email, wireless network access, and digital tools/resources to communicate in ways that are kind and respectful.
- Students are responsible at all times for their use of the district's network and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.
- Students will use only their designated student Wi-Fi for filtering purposes.

### 3.5 Inappropriate Use

Students shall not:

- bypass the HISD web filter through a web proxy, VPN or any other means.
- illegally install or transmit copyrighted materials.
- commit any action that violates existing School Board policy or public law.
- send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually-explicit materials.
- use sites selling term papers, book reports, or other forms of student work.
- use messaging services and chat rooms (i.e., MSN Messenger, ICQ, etc.) without prior staff permission.
- use Internet/computer games against district policy.
- change device settings (exceptions include personal settings such as font size, brightness, etc.).
- download inappropriate Apps.
- jailbreak (downloading Apps, movies, music, etc. from any site other than a district- or classroom-approved site as instructed by a teacher or administrator).
- spam or send mass or inappropriate e-mails.
- gain access to other student accounts, files, and/or data.
- use the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- use anonymous and/or false communications.
- participate in credit card fraud, electronic forgery, or other forms of illegal behavior.
- vandalize (any malicious attempt to harm or destroy hardware, software, or data) school equipment.
- transmit or access materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- gain unauthorized access to restricted information or network resources.
- participate in other activities deemed inappropriate by HISD.



### 3.6 Consequences of Inappropriate Use

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Suspension of access to the district's network.
- Revocation of the district's network account(s); and/or
- Termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or because of disciplinary actions against the user.
- Possible criminal action.

### 3.7 Student Responsibility

- Each student is still responsible for completion of course work even if device is left at home.
- All files are to be saved to the student's OneDrive
- Students will be held responsible for maintaining individual devices and keeping them in good working order.
- Only labels or stickers approved by HISD may be applied to the device.
- District-issued cases are provided for some devices, but students may purchase case which best suits their needs if it meets district-approved specifications.
- All device malfunction or damage issues must be reported to the front office immediately.
- HISD will be responsible for repairing device malfunction issues.
  - Students will be responsible for all device repairs due to student misuse, neglect, or accidental damage.
  - Students will be responsible for the entire cost of repairs to devices that are damaged intentionally.
  - Students who opt for insurance coverage will have claim/repair process handled by HISD, but insurance carrier will have final decision on validity of claim.
- Theft of any device must be reported to the campus front office immediately.

### 4.0 DISCLAIMER

The HISD network is provided on an "as is, as available" basis. HISD does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the network and any information or software contained therein. HISD uses a variety of vendor-supplied hardware and software; therefore, HISD does not warrant that the functions or services performed by, or that the information or software contained on, the network will meet the user's requirements. Neither does HISD warrant that the network will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by network users, information providers, service providers, or other third-party individuals in the network are those of the providers and not necessarily HISD.



HISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of HISD computer systems and networks.

## **5.0 TERM**

This policy is binding for the duration of the student's enrollment in HISD during the 2017-2018 school year.