

## **Hawaii State Department of Education (HIDOE) 1:1 Digital Device Usage Policy**

### **Introduction**

The Hawaii State Department of Education (HIDOE) is committed to student use of technology as a tool to support effective instruction and increase student achievement and, therefore, encourages the use of HIDOE-owned digital devices for 1:1 programs within the framework of the following usage policy.

### **Appropriate Use and Handling of HIDOE-owned Digital Devices**

Digital devices issued by the school and other HIDOE offices are owned by HIDOE and shall be used for educational purposes only.

The use of HIDOE-owned digital devices is a privilege, not a right. Although the teacher is the primary facilitator who determines appropriate use of technology in the classrooms, it is the responsibility of the students and parents/guardians to ensure that HIDOE-owned digital devices issued to the student are used in accordance with this usage policy. Therefore, students are responsible for the proper care, use, and handling of all HIDOE-owned digital devices.

### **Device Usage Standards based on School Rules**

The following standards are school rules that have been put in place to maintain the strength, integrity and sustainability of the 1:1 Digital Device program.

#### **Device Usage:**

- Students will only use digital devices provided by HIDOE for school-related activities.
- Students will only use the digital device that is assigned to him or her and will not allow other persons (including, but not limited to, parents, guardians, and family members) to use his/her device.
- Students will not download or install any software on the digital devices; only school-authorized software, applications, etc. shall be installed on HIDOE-owned digital devices.
- There will be no stickers, ink, or any decorative items added to any of a student's assigned equipment (device, batteries, cords, chargers, etc.).
- The HIDOE/State and manufacturer's identification tags will not be tampered with or removed.
- The use of digital movies, games, and on-line game sites is not allowed at any time unless a student's teacher specifically grants such permission.

#### **Device Maintenance:**

- Students are personally responsible for the proper care, use, and handling of the device and for knowing where their devices are at all times.
- If a student's device is not working properly or needs repair (e.g., cracked screen, missing keys, etc.), the student is responsible for promptly taking it to the designated school personnel for repair.
- Under no circumstances should a student or a student's parent/guardian attempt to repair the device him/herself or take the device to any repair service outside of the HIDOE.
- If a student's device is lost or stolen, the student or student's parent/guardian is responsible for generating a police report within 24 hours of discovery, immediately providing the

school with documentation of the report, and cooperating fully with any subsequent investigation.

### **Device Usage Standards based on Department Policies and Rules**

The following standards are requirements related to HIDOE departmental policies and rules on the use of HIDOE-owned computers, network and the Internet, including:

- Hawaii State Department of Education, Network Support Services Branch Acceptable User Guidelines (Attachment A)
- Hawaii State Department of Education Student Internet Use Guidelines Relating to Use of School Computers, Networks, and Internet Services (Attachment B)

Students are expected to read and understand the attached policies. Some examples of these standards include the following:

#### **Device Usage:**

- Students are forbidden from circumventing security measures on school or remote computers and networks, including changing preferences, removing profiles, or bypassing Internet filtering.
- Students will not make unauthorized copies of copyrighted or licensed material.
- Students will maintain the privacy and security of their user names and passwords.
- Students will not send unsolicited, commercial or offensive electronic communication (e.g., email, social network postings, etc.).
- Students are prohibited from using any form of electronic media to harass, intimidate, or otherwise annoy another person or group (cyberbullying).
- Students will not engage in activities that disrupt other users or infiltrate computer or network security.

#### **Device Maintenance:**

- Students will not damage the digital device and accessories.
- If a student is responsible for the loss or damage of a digital device, the student and his/her parent or guardian will make restitution in accordance with Hawaii Administrative Rules ("HAR"), Title 8, Chapter 57.

### **No Expectation of Privacy**

HIDOE retains control, custody, and supervision of all HIDOE-owned digital devices, networks and Internet services. HIDOE reserves the right to monitor all computer and Internet activity by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, including email and stored files.

The HIDOE retains the discretion to alert appropriate law enforcement authorities of suspected illegal activity that involves use of the digital devices and is not required to obtain student or parent/guardian consent for such reporting.

### **Consequences of Violations**

When a student violates any provision of this policy, all applicable laws and administrative rules shall apply, including but not limited to, HAR, Title 8, Chapter 19, entitled "Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for

Vandalism.” The HIDOE retains the discretion to determine the appropriate disciplinary action irrespective of whether the violation pertains to a usage standard based on a school rule versus a departmental policy or rule.

In accordance with HAR, Title 8, Chapter 19, disciplinary action may be taken for any prohibited student conduct and the principal or designee shall consider the intention of the offender, the nature and severity of the offense, the impact of the offense on others including whether the action was committed by an individual or a group of individuals such as a gang, the age of the offender, and if the offender is a repeat offender. Interventions to teach students appropriate behaviors will be instituted when disciplinary actions are imposed. Students will also be counseled in addition to any disciplinary action taken.

Pursuant to HAR, Title 8, Chapter 57, entitled “Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations,” a student found to be responsible for the loss, destruction, breakage, or damage of school equipment shall make restitution to the school which may include payment of the replacement value of the digital device.

**1:1 Digital Device Usage Agreement Form**

All students and parents/guardians must read and sign the attached agreement form prior to issuance of a HIDOE-owned digital device as part of a 1:1 program.

**Hawaii State Department of Education (HIDOE)**  
**1:1 Digital Device Usage Policy**  
Student/Parent Agreement Form

**Student**

I have read, understand, and accept the 1:1 Digital Device Usage Policy including Attachments A and B. I agree to follow all of the standards and rules of this Policy and to apply the highest standards of ethics and etiquette when using the device. I understand that if my device is unavailable for any reason, I am still responsible for completing any assignments. I acknowledge that I have no expectation of privacy with my use of the digital device. I further understand that if I commit any violation, my use privileges may be restricted or revoked and disciplinary and/or appropriate legal action may be taken. I understand that this Policy supersedes any and all previously issued Policies.

Student Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

**Parent or Guardian**

As the parent of \_\_\_\_\_, I have read, understand, and accept the 1:1 Digital Device Usage Policy including Attachments A and B. I have reviewed this Policy with my child. I understand that issuance of this device is for educational purposes only and that HIDOE will monitor use of the device. I acknowledge that use of this device may include the accessing of instructional materials in cloud-based networking sites, such as Google Apps for Education. I acknowledge that my child, as a student, shall have no expectation of privacy with use of HIDOE-owned digital devices that are issued and assigned. I accept full responsibility for any violations to this policy that my child should commit and for my child's compliance with this policy. I hereby give permission for my child to use the HIDOE-owned digital device that is issued and assigned for educational purposes as well as permission to access the associated digital instructional materials. I understand that this Policy supersedes any and all previously issued Policies.

Parent or Guardian Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hawaii State Department of Education  
Network Support Services Branch  
Acceptable User Guidelines

1. User accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.
2. Users are responsible for their account(s). Users should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
3. Users are forbidden from using techniques designed to cause damage to, deny access by legitimate users of computers or network components connected to the Internet or result in the loss of the recipient's work.
4. Users shall not use another user's account or password without proper authorization.
5. Users are forbidden from circumventing security measures on school or remote computers and networks.
6. Users shall not download, install or run security programs or utilities which reveal weaknesses in the security of a system. For example, the users shall not run password cracking programs on any of the Department's computing systems.
7. Users are prohibited from sending unsolicited, commercial and/or offensive e-mail.
8. Users are prohibited from using any form of electronic media to harass intimidate or otherwise annoy another person/group.
9. Users shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users with unauthorized uses.
10. Users may post pages that are consistent with the public, non-profit educational mission of the Department of Education and are in compliance with all state and federal laws, including those prohibiting obscenity, defamation or copyright infringement.
11. Use of the Department of Education network resources to illegally distribute or duplicate unauthorized copyrighted or licensed material is prohibited.
12. Use of the Department of Education network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files dangerous to the integrity of the network are prohibited.
13. Use of the Department of Education network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.
14. The Department of Education network and computing resources shall not be used for political lobbying.
15. The Department of Education is a non-commercial user of the web and use of the web must remain non-commercial. No personal money-making activity may be conducted through the use of the Department's computing and networking resources.

16. The Department of Education is not responsible or liable for materials in violation. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.
17. Users shall not make unauthorized copies of copyrighted software, except as permitted by law or by the owner of the copyright.
18. Sending or receiving unlawful information via electronic communications; using electronic communications illegally in ways that violate local, state, federal, or international laws or statutes are prohibited.
19. Users shall always cooperate with requests from the system administrators for information about the users' computing activities.
20. Users are requested to report any weaknesses in the Department of Education's computer security, any incidents of possible misuse or violation of this agreement to the proper authorities by contacting Network Support Services Branch via email: [nssb@k12.hi.us](mailto:nssb@k12.hi.us).
21. The Department of Education reserves the right to investigate and monitor any accounts, servers, or machines suspected of policy violation.
22. The Department of Education reserves the right to disconnect any device that is the source of malicious or suspicious activities without notice until the machine in violation is cleaned or fixed.
23. The Department of Education reserves the right without notice to freeze and delete an account that is engaging in activities that violate the Department of Education's policy or the source of spamming, abusive or malicious activities.

Hawaii State Department of Education  
Student Internet Use Guidelines Relating to Use of School Computers, Networks and Internet Services

**Introduction**

The Hawaii State Department of Education (HIDOE) allows the use of the Internet and Web 2.0 applications or tools to improve instruction and student outcomes within the following guidelines.

**Purpose**

According to the Merriam-Webster dictionary, the Internet is “an electronic communications network that connects computer networks and organizational computer facilities around the world.” Web 2.0 is a general term used to describe and define a web application that facilitates participation, sharing, and collaboration on the world wide web. Some examples of Web 2.0 include but are not limited to social networking sites, blogs, wikis, video/photo sharing, and other interactive and collaborative sites.

The purpose of the Internet and Web 2.0 applications and tools in an educational setting is to enhance instructional strategies and outcomes for students. Should they choose to use such tools to create web-based sites and pages, students are responsible for maintaining and updating their sites to ensure the information provided is current and accurate.

**Use of the Internet is a Privilege, not a Right**

Student use of the school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity, or any other noncompliance with these guidelines, is considered a “Class B” offense under the Hawaii Administrative Rules (Title 8: Department of Education, Chapter 19: Student Misconduct) and may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The principal shall have final authority to decide whether a student's privileges will be denied or revoked.

Chapter 19, and other applicable HIDOE rules and school rules shall apply when students access the Internet. Internet use and access shall be for school and/or educational purposes. Student contributions to sites are representative of the Hawaii State Department of Education, and therefore, all information provided is expected to meet professional standards for communication and model Common Core State Standards and Hawaii Content and Performance Standards for English Language Arts and other content areas as appropriate. Content shall be limited to information that is appropriate to the educational mission of HIDOE.

**1. Appropriate and Ethical Use**

- a. **Separate Accounts.** Personal Web 2.0 user accounts shall not be used for instructional or school purposes. Students shall use separate accounts for school purposes and maintain the privacy and security of individual user names and passwords. Misrepresenting oneself as another user or sharing user names and passwords is unacceptable.
- b. **All interactions shall be purposeful and appropriate.** Use should be consistent with guiding ethical statements and accepted community standards. Due to the broad scope of information provided on the data networks and the lack of censorship, each user must self-regulate access to acceptable materials and communications.

Users shall **not**:

- i. Reveal his/her full name, home address or telephone number on the Internet without prior permission from a supervising teacher. Students are not to meet people they have contacted through the Internet without parental permission. Students are to inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- ii. Harass other users by sending annoying, obscene, libelous, or threatening messages. Users shall report any conduct that they feel can be defined as harassment to their teacher or school administrator immediately.
- iii. Use the access for illegal, unethical, or obscene purposes. Users shall respect copyright laws and licensing agreements pertaining to material entered into and obtained via the system.
- iv. Use the access for "for-profit" or commercial business activities. HIDOE assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.
- v. Access Web 2.0 sites that are not in direct support of lesson activities.
- vi. Intentionally develop programs or engage in activities that disrupt other users or infiltrate computer or network security. Users shall respect and protect the integrity of computing systems.

## **2. No Expectation of Privacy**

HIDOE retains control, custody and supervision of all computers, networks and Internet services owned or leased by HIDOE. HIDOE reserves the right to monitor all computer and Internet activity by students. Students shall have no expectation of privacy in their use of school computers, including e-mail and/or stored files.

All Hawaii Department of Education Internet users are responsible for adhering to the Acceptable User Guidelines - Department of Education Network and Internet Servers. The guidelines can be accessed at:

[http://nssb.k12.hi.us/aup\\_policy.html](http://nssb.k12.hi.us/aup_policy.html)

Any student user who does not comply with HIDOE's Acceptable User Guidelines (commonly referred to as AUP) will lose access privileges for a period of time that the Principal deems appropriate. Repeated offenses or severe infractions of the AUP may result in the termination of computer privileges. Additionally, student infractions may also result in appropriate disciplinary action in accordance with Hawaii Administrative Rules, Title 8: Department of Education, Chapter 19: Student Misconduct, in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed as theft as defined under Chapter 19, and/or the Hawaii Revised Statutes.