



## **Technology Responsible Use Guidelines**

*(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)*

### **1) Introduction**

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines.

Parents and legal guardians (hereafter collectively referred to as “parent” or “parents”), with their child, should review the guidelines and sign the Technology Responsible Use Form (“TRUF”), which should be returned to the child’s school by a date as specified by the school but not later than 30 days from date of distribution to the student. The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available at <http://bit.ly/FERPAHI>.

### **2) Using technology is a responsibility and opportunity for our students**

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

### **3) Monitoring for student safety**

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and reserves the right to monitor all such devices, networks, and internet activities by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, network, and internet services, including email and stored files. HIDOE at its discretion will alert appropriate law enforcement authorities of suspected illegal activity involving the use of the digital devices and network and internet services, and it is not required to obtain student or parent consent for such reporting. HIDOE reserves the right to review and remove any student’s files and records used on HIDOE devices and accounts to maintain the integrity of the network, to repair a HIDOE digital device, investigate a violation of these guidelines, and to ensure that the digital device is being used responsibly.

### **4) Consequences of violations**

When a student violates any part of these guidelines, all applicable laws and administrative rules shall apply, including but not limited to, Hawaii Administrative Rules (HAR), Title 8, Chapter 19, entitled “Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism.” Those can be viewed here (<http://bit.ly/HARChapter19>) or you can obtain a copy at your school.

HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE’s policy. HIDOE reserves the right to disconnect any device that is the source of spamming, malicious or suspicious

activities without notice until the machine in violation is cleaned or fixed.

## **5) Online Educational Services**

Students may be given assignments through online educational services, such as Google Apps for Education, Microsoft Office 365, and Blackboard. Access to these sites is monitored by HIDOE in order to provide a safe and secure learning environment for students. After obtaining parent consent, HIDOE may create student email addresses, login credentials (e.g., usernames and passwords), and/or online profiles to allow students to access certain sites/services; however, these addresses, credentials, and profiles will only be used for purpose of school assignments. A list of online educational services used by the school will be posted on the school's website or provided by the school upon request.

## **6) Guidelines for general use and care of HIDOE-owned or leased digital devices**

- A) Students will only use digital devices provided by HIDOE for school-related activities.
- B) Students may only use electronic devices in the classroom authorized by the teacher.
- C) An assigned HIDOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.
- D) The HIDOE/State and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).
- E) Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian.
  - i) In the event the student has forgotten their username or password, contact the teacher for assistance.
  - ii) If the student's username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.
- F) HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.
- G) Reporting damaged/lost devices, viruses, and other issues
  - i) Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." View Chapter 57 here (<http://bit.ly/HAR8Chapter57>) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage.
  - ii) If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
  - iii) Students are requested to report any weaknesses/compromises in HIDOE's computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).
  - iv) Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

## **7) Guidelines for appropriate and ethical use of HIDOE Internet and Network Services**

- A) Students will use HIDOE's internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.
- B) Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.
- C) Students shall always cooperate with requests from teachers and other school administrators for information about the students' computing activities.
- D) Protection of student personal information
  - i) Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).
  - ii) HIDOE-assigned 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.
  - iii) Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.
  - iv) Students are responsible for their account(s). Students 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.
  - v) Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.
  - vi) HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE-owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.
  - vii) If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.

## **8) Unauthorized Uses of the Internet or HIDOE Digital Device**

- A) Obscenity and harassment
  - i) Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.
  - ii) Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.
  - iii) Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.

- B) Copyright laws and plagiarism
  - i) Students will not plagiarize or download unauthorized copyrighted or licensed material. HIDOE is not responsible or liable for materials in violation of copyright laws. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.
  - ii) Students will not duplicate or distribute unauthorized copyrighted or licensed materials.
- C) Downloading, accessing, or copying materials for non-educational purposes
  - i) Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.
  - ii) Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.
- D) Commercial and political business
  - i) Students will not use the internet to access or disseminate “for profit” or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.
  - ii) The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE’s business.
- E) Device and network security
  - i) Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user’s account.
  - ii) Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from HIDOE-owned or leased devices. For example, the students shall not run password cracking programs on any of HIDOE’s computer systems or install rootkits which bypass system security.
- F) Use of the HIDOE network or a HIDOE digital device for any unlawful purpose is prohibited.