**RESPONSIBLE USE OF LAPTOPS AND PROPER ONLINE BEHAVIOR**

Students are expected to follow the same code of conduct on the Internet as they do in the classroom.

- Follow copyright laws
- Use appropriate language online
- Students will make available all messages or files upon parent, administrator or teacher request
- Like a textbook or a locker, HISD owns the laptop. Students are only permitted to use it for educational advancement
- Administrators have the capability to remotely view student computers

**WHAT IS PROHIBITED?**

Improper use of the laptop will result in consequences such as discipline, detention, and/or limited use of the device. The following actions are prohibited:

- Bypassing the filter
- Using another student’s username or password
- Sharing passwords (other than with parents)
- Downloading or installing software that has not been approved
- Tampering with hardware
- Using chat rooms, IM, social networking; hosting non-school-approved web pages
- Accessing inappropriate material that is unacceptable in a school setting

**5 COMMON SENSE RULES FOR PARENTS**

1. Model good behavior
2. Pay attention
3. Share your values
4. Establish limits
5. Make kids accountable

**SAFETY DON’TS FOR STUDENTS AND PARENTS**

- NEVER give out personal information
- NEVER share passwords with anyone
- NEVER arrange a face-to-face meeting with someone you met online
- DO NOT OPEN an email if you do not know who sent it
- DO NOT CLICK on banner ads or pop up ads on websites
- NEVER USE bad language or send threatening emails

**SOCIAL MEDIA**

Although social media programs are blocked on all HISD student computers, parents should:

- MONITOR all social media use
- BE AWARE of which social media sites your child is using
- TALK WITH YOUR CHILD about their digital footprint, which is any and all information about a person on the Internet
- LOOK OUT FOR CYBER-BULLYING and notify the school immediately if you find evidence of it

Visit www.commonsense.org for more advice and tips for parents.