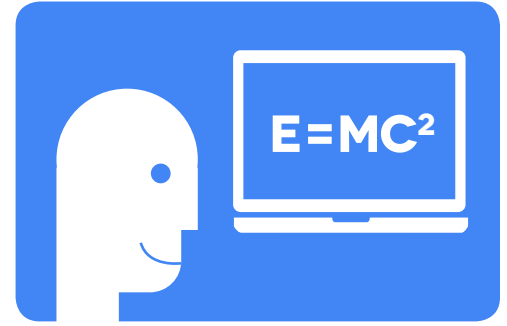


## RESPONSIBLE USE OF LAPTOPS AND PROPER ONLINE BEHAVIOR

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?

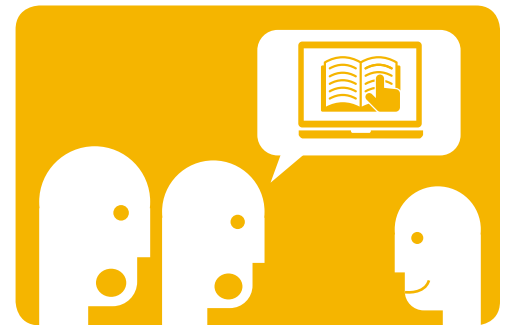
Improper use of the laptop will result in consequences such as discipline, detention, and/or limited use of the device. The following actions are prohibited:

- » 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



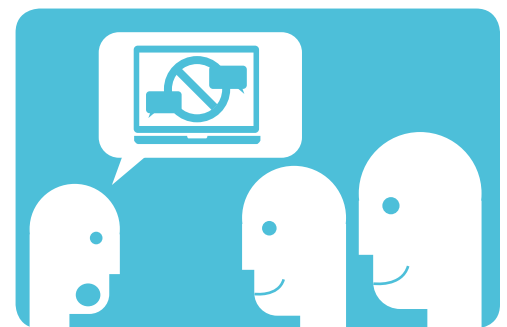
## 5 COMMON SENSE RULES FOR PARENTS

- |                     |               |                   |                  |                       |
|---------------------|---------------|-------------------|------------------|-----------------------|
| <b>1</b>            | <b>2</b>      | <b>3</b>          | <b>4</b>         | <b>5</b>              |
| Model good behavior | Pay attention | Share your values | Establish limits | Make kids accountable |



## SAFETY DON'TS FOR STUDENTS AND PARENTS

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



## SOCIAL MEDIA

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

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

