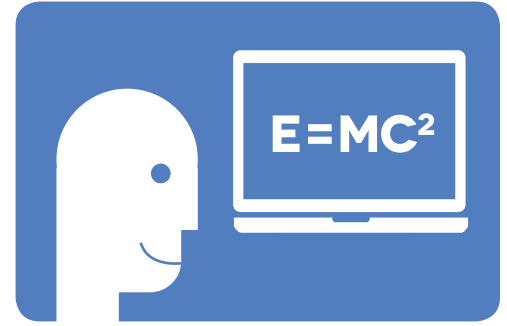


**RESPONSIBLE USE OF LAPTOPS AND
 PROPER ONLINE BEHAVIOR**

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?

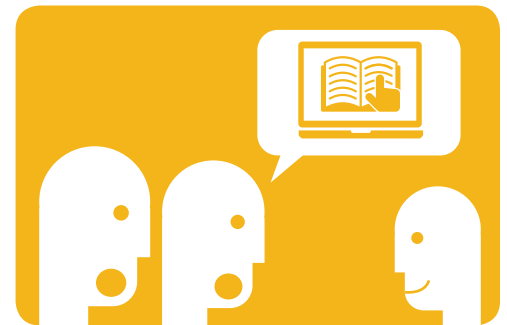
Improper use of the laptop will result in consequences such as discipline, detention, and/or limited use of the device. The following actions are prohibited:

- » 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



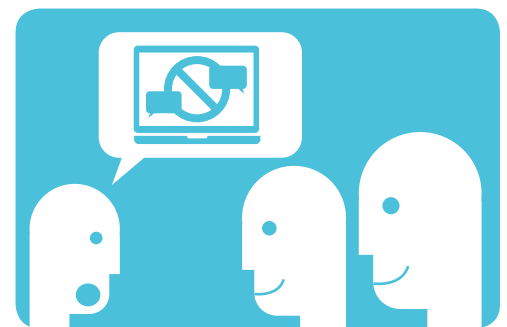
5 COMMON SENSE RULES FOR PARENTS

- | | | | | |
|---------------------|---------------|-------------------|------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 |
| Model good behavior | Pay attention | Share your values | Establish limits | 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 |
|--|--|---|--|

