

1:1 Digital Device User Policy



Appropriate Use and Handling of HHIS Digital Devices

- Devices are used for educational purposes only.
- You are responsible for the proper care, use, and handling of devices.
- The Use of HHIS-owned device, network, and internet service is a privilege, not a right.

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Device Usage

- Do use for school-related activities only.
- Do not download or install any software.
- Do not add stickers, ink, or any decorative items to student assigned equipment.
- Do not tamper with or remove identification tags on equipment.
- Do not use digital movies, games, and on-line game sites unless your teacher specifically grants such permission.

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Maintenance

- You are responsible for the proper care, use, and handling of the device and for knowing where their devices are at all times.
- If a device needs repair, you are responsible for promptly taking it to Nathaniel or Sascha for repair.

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Maintenance Cont.

- You or your parents/guardian may NOT repair the device or take it to a repair service outside of school.
- If a device is lost or stolen, you or your 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.

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Device Usage

- Do maintain the privacy and security of usernames and passwords.
- Do not circumvent security measures on school computers and networks, including changing preferences, removing profiles, or bypassing Internet filtering.
- Do not make unauthorized copies of copyrighted or licensed material.



Device Usage Cont.

- Do not send unsolicited, commercial or offensive electronic communication.
- Do not use any form of electronic media to harass, intimidate, or otherwise annoy another person or group (cyberbullying).
- Do not engage in activities that disrupt other users or infiltrate computer or network security.

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Device Maintenance

- Do not damage or deface the digital device and accessories.
- If you are negligent in the loss or damage of a digital device, you and your parent/guardian will make restitution which may include repayment of the replacement value of the device.

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Privacy

- HHIS/HIDOE reserves the right to monitor all computer and Internet activity by you.
- You shall have no expectation of privacy in their use of HHIS-owned digital devices, network, and internet services, including email and stored files.
- HHIS reserves the right to review and remove any of your files and records used on HHIS devices and accounts to maintain the integrity of the network, to repair and HHIS digital device, investigate a violation of these guidelines, and to ensure the device is being used responsibly.

Parent Notification: Student Information Privacy Documents, Notices and Forms For School Year 2017-2018

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Consequences

- Failure to comply with the Guidelines could result in loss of access or termination of computer privileges.
- Unacceptable activity is a Class B offense in Chapter 19 and may result in suspension, cancellation of privileges, or other disciplinary or legal action.
- Disciplinary action may be taken for any violations of Chapter 19, HHIS Digital Device User Policy, and/or student conduct (Ch. 8-19, HAR).

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Required Forms Needed to Receive Your Computer

- Technology Responsible Use Form (TRUF) - Page 27 from the Parent Notification: Student Information Privacy Documents, Notices and Forms for School Year 2017-2018
- Family Contract for Digital Citizenship
- Honoka'a High and Intermediate School Technology Distribution Form
- Pass the Digital Device User Policy Quiz with 100%
- Pass the Guidelines for Using HHIS Network and Internet Services with 100%

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