HENDERSON
INTERNATIONAL SCHOOL

ACCEPTABLE USE POLICY
TECHNOLOGY

ACADEMIC YEAR | 2025-2026

INTRODUCTION AND PURPOSE

The purpose of our educational technology program is to create an educational experience in which technology is meaningfully integrated to foster and cultivate student innovation, creativity, and provide opportunities that challenge the mind to think critically and computationally to solve real-world problems. Student devices are required as part of our academic curriculum and are to be used for educational purposes only.

As members of our collaborative learning community, we ask that both parents and students read this document carefully, as we expect all students to abide by the policy expressed here. We expect students to behave in a responsible manner in order to maximize the benefit of our educational technology program. In addition, we believe that students who adhere to this Acceptable Use Policy will experience fewer service issues.

We ask that parents and students work in partnership with Henderson International School staff to address any issues, questions, or concerns relating to this Technology Acceptable Use Policy.

GENERAL

- Students are only permitted to use technology devices, programs, and tools as directed by their instructor or administrator while on campus.

- All school owned devices, peripherals, and supplementary equipment, such as iPads and keyboards, are the property of HIS, are meant for educational use only, and are not allowed to be removed from campus.

- Always follow the care, use, and safety instructions provided by HIS.

- Headphones are required for class in grades K-8. HIS does not provide headphones due to sanitary reasons. In grades K-5, Bluetooth headphones are not permitted. Please purchase wired headphones.

- Smart watches and other electronic wearables are not permitted to be worn while on campus. They cause both a distraction to your child and others around them. If they wish to bring such a device, they may secure it in their locker or backpack for the day.

- Henderson International School will not provide loaner devices to students in the event of device loss, theft, damage, or repair. Students are expected to bring a fully functioning device to school daily as part of the BYOD program requirements.

NETWORK ACCESS

- Teachers and technology staff will regularly monitor students' usage of the network/internet during the school day.

- Access to Henderson International School's network is a student privilege — not a right — and is available to students for educational purposes only.

- While the school network has filtering software that blocks access to inappropriate materials, it must be understood that the filter does not block everything.

- As a Microsoft school, Microsoft Edge is the only authorized internet browser to be used at school for students in the BYOD program (Grades 5-8). Students using iPads may use Safari.

- For security, technical and administrative reasons, neither students nor parents are permitted to setup or utilize any form of personal Wi-Fi, VPN connection, tethering, or hotspot to access the internet or let other people access the internet while on campus.

- It is strictly prohibited to use the network to access, send, receive, or otherwise access profane, pornographic, violent, discriminating, or illicit material, inappropriate text or graphics, or files that pose a threat to the health of the network.

- Teachers and administrators reserve the right to monitor the students' usage of the network and internet during the school day.

- For BYOD (Grades 5-8) students, the school strongly recommends that parents periodically examine their child's device content and internet usage.

- Students are not to use network resources in an excessive manner which results in the disruption of services for others such as downloading large files and streaming services unless during a faculty approved educational activity. Repeat offenses may result in the loss of network privileges.

- Using the network or internet illegally in ways that violate federal, state, or local laws or statutes is strictly prohibited and may result in legal ramifications. Parents and Guardians may be held accountable for their children's actions.

- Use of artificially intelligent chatbots, or similar AI technology, is strictly prohibited unless otherwise directed by an instructor for educational purposes. Submitting work created by AI chatbots is considered a form of plagiarism and will be handled as such.

- Students are strictly prohibited from using any form of messaging or communication, including email, chat applications, collaborative documents, or any other digital tools, to engage in personal conversations or texting during the school day. This includes communication through school-provided devices, personal laptops, iMacs, or other technology resources in school labs. Such activity disrupts the learning environment and is a misuse of school resources.

- Students are strictly prohibited from capturing or recording photographs, audio, or video of any individuals, groups, or events on campus without explicit permission from the teacher, administrator, or subject(s) being recorded. This includes the use of personal devices, school-provided devices, and wearable technology.

SOCIAL MEDIA

- The use of social media applications and sites such as Facebook, Twitter, Vine, Snapchat, Instagram, or similar and the use of personal blogs such as Tumblr, Wordpress, or similar is strictly prohibited while on campus.

- Parents should be aware that many of these services have a minimum age requirement of 13 and older as well as terms or agreements which may result in the sharing of personal information.

STUDENT ACCOUNTS

- Student login and password information is — private — and should not be shared with any other student; use by anyone other than the student creates a security risk to the device and the information contained therein. The assigned user or owner of the device or account will be held responsible for any actions performed through the device or account.

- Students are set up with a Microsoft 365 account. This account allows students to work together on collaborative projects, share work for peer review, and submit work to their teachers. Access to Microsoft 365 is expressly restricted to currently enrolled Henderson International School middle school students and is to be used for educational purposes only. Upon leaving the school or graduation, students will have no more than 1 month to migrate their data.

- The email students receive with their Microsoft account is the only email they are permitted to use for their HIS-based communication and software access. Communications outside the myhendersonschool.com domain are not permitted. If it becomes necessary to communicate outside our domain, students must gain permission and assistance from their teacher as the service is blocked accordingly.

- Any use of school accounts for commercial purposes, political lobbying, or personal advertising that moves beyond an educational purpose or that may disrupt the learning environment is prohibited. This includes the customization of profiles and accounts in the form of backgrounds, profile images, and the like.

- Participating in the sending of email chain letters or pyramid schemes to lists of individuals and any other types of use which would result in congestion of the network is unacceptable.

- Along with Microsoft 365, students also have private logins and passwords to accounts for a variety of programs including, but not limited to IXL, Quizlet, StudySpanish, Writing Practice Program (WPP), Code.org, Khan Academy, Imagine Learning, Clever, Infinite Campus, and similar.

- Students and parents should have no expectation of privacy in regard to student accounts and the data stored therein.

CELLULAR DEVICES

- Due to the nature of cellular devices, they are strongly discouraged. Cell phones are capable of accessing private cellular networks which prevent our ability to monitor usage and ensure the filtering of inappropriate content.

- If a student brings a cell phone to school, he or she must turn it off and keep it in their locker during the school day.

- Cellular devices are — only — permitted for use during carline and outside the hours of 7:30am – 3pm for grades 6-8.

- Using a cellular device during the school day is strictly prohibited. If a student needs to place a phone call home during school hours, he or she may use the phone at the reception desk. Parents may leave a message at the front desk for a student during the school day.

- Cellular devices that are not turned off and locked securely inside a student's locker during the school day will be confiscated. Parents must collect confiscated cellular devices.

CYBER BULLYING & HARASSMENT

- The exchange of electronic communications, meaning "communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication" NRS 388.124 which are abusive, inappropriate, threatening, hurtful, and/or disrespectful both publicly and privately will not be tolerated and is strictly prohibited. (NRS 200.571)

- Students are expected to communicate only in ways that are respectful, conscientious, and appropriate. Digital communications should be treated no differently than verbal communications.

- Students are encouraged to report any upsetting or threatening materials to a teacher or administrator immediately.

- Persons silently witnessing such violations, without alerting appropriate school personnel, may also be held accountable.

HACKING, THEFT, & COPYRIGHT

- Any type of hacking or circumvention of network security measures, defined as any attempt to gain access to devices, folders, databases, or other equipment or materials to which one is not entitled to, or any violations of the law or HIS policies is considered a serious offense and may result in suspension, expulsion, loss of network access, accounts, or device confiscation.

- Stealing is a very serious offense. Devices and accessories are vulnerable. Any items found should be immediately given to a teacher or administrator.

- Henderson International School is not responsible for the damage, theft, or loss of any personal student devices, accessories, or accounts and data.

- Installing or distributing unlicensed or "pirated" software is prohibited.

- Sending or receiving copyrighted materials without permission from the owner is prohibited. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. (US Copyright Office)

CONSEQUENCES OF INAPPROPRIATE DEVICE, NETWORK, OR ACCOUNT USE

The use of technology is a privilege, not a right. Students are expected to use their devices in accordance with this Acceptable Use Policy. Failure to use devices or accounts in an appropriate manner will result in the following consequences, as determined by the Director of Educational & Informational Technology:

- Cancellation or suspension of internet and account access
- Confiscation of device(s)
- Financial responsibility for damage to another student's device or accessories

The following consequences will be determined by the Director of Educational & Informational Technology in collaboration with the Leadership Team and appropriate Divisional Principal:

- Suspension
- Expulsion

Deliberate infractions are serious matters and may lead to suspension or expulsion without warning.
HIS makes no warranties of any kind, either expressed or implied. The school will not be responsible for any damage users suffer, including but not limited to the loss of data, interruption of service, or personal property damage, theft, or loss. The school will not be responsible for any financial obligations from unauthorized use of the school's network.

HIS will cooperate fully with federal, state, and local officials in the event of an investigation relating to or concerning any illegal activities conducted through our systems, accounts, or devices.

PARENTAL CONSENT

Henderson International School utilizes a variety of educational technology programs and tools such as IXL, TypingAgent, Microsoft, Infinite Campus, and more. By signing this document, you give parental consent to Henderson International School to create accounts on your behalf for your child for any and all educational programs used by Henderson International School. For a complete list of current programs please feel free to contact the school at any time. We pride ourselves on protecting your child's data and run a strict vetting process before any program or tool is implemented. If at any time you wish to remove your child's school account(s), please contact the school in writing.

Parents also grant consent for Henderson International School staff, including teachers and administrators, to observe and investigate student devices when there is reasonable suspicion of misuse or policy violations. This includes, but is not limited to, reviewing browsing history, application usage, files, and communications on both school-provided and personal devices brought to campus. Investigations will be conducted discreetly and respectfully to protect the student's privacy while ensuring adherence to school policies and maintaining the integrity of the learning environment.

By signing this document, you certify that you have read the Henderson International School Technology Acceptable Use Policy carefully and understand the significance of the conditions and agree to comply with it in its entirety. You also certify the understanding that any breach of these conditions may result in disciplinary action by the school, including the loss of network, device, account privileges, school suspension, or expulsion.