



# UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

**TOPIC:** Proposed Changes to the 2014-2015 Bus Rider's Handbook & Technology Use Guidelines

**SUBMITTED BY:** Annette Perez OF: Student Relations/Discipline Management

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** June 17, 2014

The Bus Rider's Handbook & Technology Use Guidelines were reviewed by individual department directors and coordinators. Recommended changes were submitted to Annette Perez.

On April 16, 2014, a District Wide Revision Committee composed of administrators, parents, community members, and students met to review and recommended changes to the Bus Rider's Handbook & Technology Use Guidelines.

Chairperson for this Committee: Annette Perez

**BOARD POLICY REFERENCE AND COMPLIANCE:**



## UNITED INDEPENDENT SCHOOL DISTRICT

Annette Perez, Director

Student Relations/Discipline Management Department

### Outline of the most significant changes to the 2014-2015 Bus Rider's Handbook:

#### To The Bus Rider:

- Cell phone usage is allowed in the school bus, but it is strictly limited to brief voice or text communication. Recording the voice and or image invades the privacy of others and is prohibited on all district transportation vehicles.

**Rules For Riders:** Riding the bus is a privilege and not a right. This privilege may be revoked for a justified cause. The privilege of being transported to and from school and on school trips depends on the rider's behavior and cooperation. This privilege may be withdrawn if the rider:

- Cell phone recording of the voice or image of another is strictly prohibited.

# SECTION VII – TRANSPORTATION: BUS RIDER’S HANDBOOK

Our goal in the Transportation Department is to provide safe and efficient transportation to and from school for all students attending the United Independent School District. As we enter a new school year, please take the time to read this very important Bus Rider’s Handbook. It explains regulations, gives procedures, and provides useful information designed to render the best transportation service possible to your children. If you should have any questions or need assistance, please feel free to contact the Transportation Department:

Jose E. Aranda - Executive Director of Transportation  
Danny W. Trevino - Operations Administrator of Transportation  
Javier Rangel - Operations Administrator of Transportation  
David Hernandez - Planning Analyst (Routes)

501 Eden Lane; Laredo, Texas 78045  
North Compound: (956)473-6330 Fax: (956)473-6260  
South Compound: (956)473-5230 Fax: (956)473-5239  
Transportation Hours of Operation 5:00 a.m. - 5:00 p.m. Every School Day  
Office Hours: 8:00 a.m. - 5:00 p.m. Every School Day  
After Hours Emergency Calls "United ISD PD Dispatch" 473-6361

All students have the right to a safe and pleasant trip to and from school or on school-sponsored trips. We believe all students can behave appropriately and safely while riding on a school bus. We cannot tolerate any student interfering with drivers, bus assistants, and other professionals doing their jobs, and we continuously work toward protecting each passenger’s right to a safe ride.

**Introduction:** This “Bus Rider’s Handbook” is designed to inform school bus riders and parents of regulations and procedures under which students are allowed to ride school buses.

**To The Bus Rider:** Students who have the privilege of bus transportation to and from school also have the responsibility to make the trip pleasant and safe for all. Good bus etiquette, simply stated, is good manners. You are expected to display the same good manners on the bus as you would in the classroom.

Cell phone usage is allowed in the school bus, but it is strictly limited to brief voice or text communication. Recording the voice and or image invades the privacy of others and is prohibited on all district transportation vehicles.

**To The Parents:** The school bus is a key to a better education. It means that your children can go to better schools, despite the distance. Riding a bus trains them in safety, responsibility, independence and courtesy. Familiarize yourself of the bus number your child rides. Please go over the “Bus Rider’s Handbook” with your child so that he/she will know that you, as well as UISD, expect them to follow the simple rules outlined here. Should problems arise, feel free to discuss them with your child’s principal or with the district’s transportation department. Please call the UISD Transportation Department at (956)473-6330 (North Compound) or (956)473-5230 (South Compound) to report unsafe drivers with the bus number, date, time, and location of the incident.

**To The Bus Driver:** United Independent School District regards student transportation to and from schools and on special trips as a serious responsibility and takes every precaution to ensure student safety. During bus rides, the driver has the same authority that a teacher has in the classroom. Riders are expected to respect this authority and to behave in such a way that the driver will not be distracted while operating the bus.

All UISD bus drivers have valid driver’s licenses from the Texas Department of Public Safety, have completed a 20-hour School Bus Driver Certification course covering first aid, passenger loading and unloading, bus upkeep and other important information and have met UISD standards for bus drivers. Every three years, drivers are required to take an eight hour DPS refresher course.

**At The Bus Stop:** The following safety tips for school bus riders are recommended

- Leave home in time to reach the bus stop about five minutes ahead of the bus. Arriving later may make you and other riders late to school. Arriving earlier exposes you unnecessarily to traffic.
- If there are no sidewalks on your route to the bus stop, walk on the left side of the street or road, facing traffic. Stay as far off the road as possible.
- If you are walking with others where there are no sidewalks, go single file.
- Do not stand in the street to wait for the bus or step into the street to look for it.
- When the bus approaches, stand back at a safe distance until the bus has come to a complete halt.

- Animals/Pets of any kind are not allowed on a UISD bus at any time.
- It is the parent/guardians responsibility to receive student riders at their designated bus stop.
- For Pre- K and Kinder students, parents/guardians are required to receive their child at the bus stop otherwise, Pre-K or Kinder students will be returned to their school unless the parent/guardian has made other arrangements with the Transportation department.

### All Aboard:

- Line up with younger children first and board in a safe and orderly manner.
- Use the handrail as you go up the steps, one at a time.
- Take your assigned seat and remain in it until the bus has come to a complete halt at your school.
- Do not open or lean against windows. Some are designed to pop out under pressure in case of an emergency.
- Do not ask to leave the bus at any point other than at your school or home bus stop.
- Report any damage, such as a loose seat or window latch, to the driver as you leave.
- Move immediately away from the loading zone. Wait for friends away from the bus.
- Students are responsible for any personal belongings they bring into the bus, so please make sure you don't leave anything behind in the bus. Lost items are not the responsibility of the department or driver.

### For Safety's Sake:

- Do not talk with the driver, except in an emergency, while the bus is in motion and especially when the bus approaches a railroad crossing or a bus intersection.
- Under no circumstances shall a student ride on the outside of the bus or extend their heads, hands, arms, or any other part of the body through the bus windows or doors.
- Objects must not be thrown, inside or outside of the bus.
- Do not occupy the driver's seat or tamper with bus controls.
- Riders crossing the road after they depart the bus must pass far enough in front of the bus (about 15 feet) to be in the driver's view and must never cross behind the bus. The student should cross the road only after checking that the way is clear and after receiving a signal from the driver. One exception to this rule will be in urban areas where pedestrian crossings are provided and students are instructed to cross after the bus leaves or when a traffic light indicates.

**Buses and Other School Vehicles:** The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the District web site.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

### Special Trips:

- Parents' written permission may be required by school principals for trips made during school hours or out of town.
- Know the point of departure and be there on time. Be sure that your parents know the time that your bus is expected to return so that they can meet the bus.
- Students are responsible for any personal belongings they take on field trips. Please make sure you don't leave these items behind in the bus.

**School-Sponsored:** Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents—before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent.

**In An Emergency:** Unless the driver is not available; remain seated until the driver tells you what you do. Do not panic.

- Do not touch emergency equipment or safety releases until you are told to do so.

- Let those closest to the doors exit first.
- Duck your heads as you leave the bus and wrap loose clothing around you so that it will not get caught.
- Keep your hands free; leave everything behind.
- If you must jump from the bus, bend your knees slightly as you jump.
- Move quickly away from the exit.

**Rules For Riders:** Riding the bus is a privilege and not a right. This privilege may be revoked for a justified cause. The privilege of being transported to and from school and on school trips depends on the rider's behavior and cooperation. This privilege may be withdrawn if the rider:

- Fails to observe proper safety rules.
- Disregards the authority of the bus driver or other adults in-charge.
- Behaves in a disorderly, distasteful (such as minor sexual acts, kissing and/or necking) or unsafe manner.
- Creates excessive noise, such as loud talking, screaming or whistling, or by the playing of radios, tape players or similar equipment.
- Abuses, defaces, or destroys property, equipment, or the bus. (Fines will be assessed)
- Fails to attend classes after riding the bus to school.
- Fights on the bus or at the bus stop.
- Handles the emergency equipment inside the bus (emergency doors, fire extinguisher, etc).
- Throws articles within the bus, out the windows of the bus, or at any other vehicle.
- Behaves in such a manner that he/she jeopardizes the safe operation of the bus.
- Fails to exhibit good manners toward all others on the bus by using profanity, vulgar language, obscene gestures, insults, racial slurs, bullying, harassment, or exhibiting other disruptive or abusive behavior.
- **Cell phone recording of the voice or image of another is strictly prohibited.**

**Prohibited Items:** The following items will not be allowed on school buses:

- Tobacco in any form, alcoholic beverages, drugs, or any controlled substance including under the influence of such things.
- Firearms, clubs, knives, fireworks, and other dangerous objects.
- Large or heavy objects which would obstruct the aisles or otherwise create a hazard, unless permission is received in advance from the principal and approved by the Transportation Department.

It is a criminal offense to intentionally exhibit, use, or threaten to exhibit or use a firearm in a manner intended to cause alarm or personal injury to another person or to damage school property in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school; or any a school bus being used to transport children to an from school-sponsored activities of a private or public school.

**Bus Behavior:** Riding the bus is considered a "school related" and "school sponsored" activity where those terms appear in other sections of the Student Code of Conduct. Riding the bus is a privilege which may be temporarily suspended or permanently revoked at the discretion of the campus Administrator if the conduct in question jeopardizes the safety of any individual or generally interferes with the safe operation of the bus. A bus driver that is transporting students to or from school or a school-sponsored or school-related activity may initiate a formal removal. The bus driver is allowed to send the student to the principal's office in order to maintain discipline on the bus. The school principal will be required to respond by employing appropriate disciplinary management techniques consistent with the Student Code of Conduct. The campus administrator has the authority and responsibility to discipline a student for any inappropriate conduct that occurs on the school bus. Disciplinary consequences shall be administered according to the level of the offense committed. Prior to a suspension or revocation of bus riding privileges for any student, the campus Administrator shall consult with and receive input from the Director of Transportation regarding the proposed length of suspension or revocation. Disciplinary consequences shall be administered according to the level of the offense committed. For more information about disciplinary consequences, see other sections of the Student Code of Conduct pertaining to Level I--Minor Offenses, Level II--Serious Offenses, Level III--DAEP Offenses, and Level IV--Expulsions.

PLEASE NOTE: Riding the bus is a privilege, which may be temporarily suspended or permanently revoked, at the discretion of the campus principal, if the conduct in question jeopardizes the safety of any individual or generally interferes with the safe operation of the bus. Prior to a suspension or revocation of bus riding privileges for any student, the campus principal shall consult with and receive input from the Transportation Department regarding the proposed length of suspension or revocation.



## UNITED INDEPENDENT SCHOOL DISTRICT

Annette Perez, Director

Student Relations/Discipline Management Department

### Outline of the most significant changes to the 2014-2015 TECHNOLOGY USE GUIDELINES (“TUG”):

#### The Use of District Computers, Networks, Internet and Electronic Mail:

- The District is pleased to offer students access...United ISD procedures and Technology Use Guidelines are to: (a) prevent user access over its computer network to, or transmission of, inappropriate materials that are harmful to students

#### *What are the student responsibilities?*

- Students are responsible for appropriate behavior... It is expected that users will comply with district standards and the specific rules, procedures and Technology Use Guidelines set forth below...If a student violates the rules and Technology Use Guidelines below on the 1st Offense: loss of computer access privileges for one semester, 2nd Offense: loss of computer access privileges for the remaining of the year.

#### *What are the rules, procedures and Technology Use Guidelines?*

*What other guidelines must be followed?* These are guidelines to follow to prevent the loss of network privileges:

12. STUDENTS WILL BE HELD ACCOUNTABLE for their actions and for the loss of privileges if the Rules of Appropriate Technology Use Guidelines are violated.

# SECTION VI -- INFORMATION and TECHNOLOGY USE

## GUIDELINES (“TUG”)

**The Use of District Computers, Networks, Internet and Electronic Mail:** The District is pleased to offer students access to a computer network, access the Internet, electronic mail and educational software on the network. To gain access to the Internet, electronic mail, and network software, all students must obtain parental permission as verified by the signatures on The Use of District Computers, Networks, Internet and Electronic Mail Parental Permission Form and User Agreement. Should a parent prefer that a student not have Internet access, electronic mail, or access to educational software on the network (this includes the library software, accelerated reader and any other software that is networked), the use of the computers is still possible for more traditional purposes such as word processing and similar applications that are not attached to the district’s network. United ISD procedures and **Technology Use** Guidelines are to: (a) prevent user access over its computer network to, or transmission of, inappropriate materials that are harmful to students and minors via the Internet, World Wide Web, electronic mail, chat rooms, and/or other forms of direct electronic communications; (b) prevent unauthorized access, including hacking and other unlawful online activity; (c) Prevent unauthorized disclosure, use, and dissemination of personally identifiable information regarding students and minors, (d) Ensure student safety and security when using electronic communications as well as comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], and e) Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking web sites and chat rooms. *47 U.S.C. 254(h)(5)(B)(iii)*

**Definitions:** “Harmful to students and minors “ means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to students and minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for students and minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to students and minors. *47 U.S.C. 254(h)(7)(G); 20 U.S.C. 6777(e)(6)*

**What are some of the benefits of having access to the Internet?** Access to the Internet and electronic mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Even though, the District provides filtering of Internet content, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students might find ways to access other materials. There are more advantages for students to have access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

**What are the student responsibilities?** In consideration for the privilege of using the district's electronic communications system, and in having access to the public networks, parents release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in this Handbook. Parents or guardians should discuss with their child(ren) the responsibilities required for her/him as well as the parental responsibilities.

Students are responsible for appropriate behavior on the school’s computer network just as they are in a classroom or on any school campus. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules, **procedures and Technology Use Guidelines** set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible his/her actions in accessing and utilizing the school’s computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. If student accesses any inappropriate material they need to report it immediately to a teacher and/or campus administrator. If a student violates the rules and **Technology Use** Guidelines below on the 1st Offense: loss of computer access privileges for one semester, 2nd Offense: loss of computer access privileges for the remaining of the year.

**What are the rules, **procedures and Technology Use Guidelines**?**

**Monitoring** – The district’s content and monitoring management software will constantly be monitoring user activity of minors and any other user’s use of the Internet and any computing activity. The district has the right and will monitor and generate reports that provide detailed user activity. Any user that is or is suspected of abusing the privilege of Internet access, violating any guidelines, or misusing the Internet a detailed report will be generated by the content and monitoring management software. (Technology

Protection, Children's Internet Protection Act) 47 U.S.C. 254(h)(5)(B).

**Filtering** –Each District computer with Internet access has an electronic filter device and software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

**Privacy** - You should not disclose your password to anyone else, nor should you use someone else's password. You are responsible for all activities done in or from your account. You should not attempt to circumvent passwords, access codes, or information protection schemes or uncover security loopholes or attempt to break authentication procedures or encryption protocols. The Children's Internet Protection Act (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

**Anonymous Activity** - You may not impersonate other individuals in electronic communication.

**Illegal Activity** -You should not use the district's electronic systems for any illegal activity. The Children's Internet Protection Act (b) unauthorized access, including so-called 'hacking,' and other unlawful activities.

**Electronic Mail Usage (Email)** – Electronic mail communication is the district's official form of communication. Electronic mail facilitates and supports educational and administrative communication. Access to the district's email system by students, teachers, staff and administrators is a privilege not a right. Users are to comply with all of the district's rules, guidelines, procedures, regulations, and policies governing appropriate use of the electronic mail system. Email transmissions made using the district's network or email system are NOT PRIVATE and are subject to monitoring or investigation of the users' activities. Email is public information and is subject to open records requests made by the public, supervisor and parents.

Any information that is protected by the Family Educational and Privacy Act (FERPA) transmitted via electronic mail must be encrypted prior to transmission. The district uses 128 bit encryption standard.

**Copying and/or Copyrights** - For information on which the individual or the district does not hold the copyright, written permission from the copyright holder is required prior to duplication. Academic dishonesty or plagiarism in a student assignment is unethical. Suspected occurrences are referred to the student's school.

**Harassment** - Electronic system usage or information that is perceived by its recipient as sexual harassment as defined by district's policy it may be considered a violation. The display of offensive material in any publicly accessible area is likely to violate district harassment policy. Public display includes publicly accessible computer screens and printers.

Note: 81st Texas Legislature created offense of Online Harassment that is a 3rd degree felony for the use of the name or persona of another person to create a web page or to post one or more messages on a commercial networking site without obtaining the other person's consent and with intent to harm, defraud, intimidate or threaten the other person and the offense of using a computer for an unauthorized purpose. More information regarding this law can be found within HB 2003 and SB 28 on the Texas Legislative Website at [www.capitol.state.tx.us](http://www.capitol.state.tx.us)

**Inappropriate uses, materials and/or language** – The Children's Internet Protection Act, (a) prevention of inappropriate network usages includes: using electronic mail other than the adopted official electronic mail supported by UISD, chat rooms, instant messaging, and other forms of direct electronic communications, as required (b) unauthorized access, including so-called 'hacking,' and other unlawful activities; profane, abusive or impolite language should not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior and/or any visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to students and minors. Should students encounter such material by accident, they should report it to their teacher immediately. Students are not to provide any personal information online that is not directly supervised by their campus administration (c) unauthorized online disclosure, use, and dissemination of personally identifiable information regarding students and minors. United ISD's authorized staff will monitor usage of the district's online computer network and access to the Internet in accordance with CQ Local Policy and (d) Children's Internet Protection Act.

**Disclosure Use and Dissemination of Personal Information Regarding Minors** – All personally identifiable information regarding minors is protected by the Family Educational Rights and Privacy Act (FERPA). All open records requests submitted to the district must be approved by the Department of the Associate Superintendent for Student Support Services or designee. Any personally identifiable information regarding minors that is transmitted using electronic mail must be encrypted in 128 bit standard minimum prior to transmission.

**Chat Rooms, Newsgroups Usage and Discussion Groups** – Users are not allowed to participate in chat rooms, newsgroups and



discussion groups. Approval from Department of Instruction is required if the chat room, newsgroups, and discussion groups are an educational project. Department of Information Technology will establish access to the chat rooms, newsgroups and discussion groups for a set timeframe as required by the educational project. The district has the right to block any abuse or violations of use, even if the chat/newsgroup/discussion group was approved. The Children's Internet Protection Act (c) unauthorized online disclosure, use, and dissemination of personal identification regarding minors.

**Wasting Resources** - It is unethical to deliberately perform any act, which will impair the operation of any electronic system or deny access by legitimate users to any electronic system. This includes the willful wasting of resources and sending of "junk mail" and "mail bombs" (This includes "chain letters").

General district policy prohibits non-district use of district facility. The District electronic systems may not be used for:

- solicitation not related to official district's business,
- commercial gain or placing a third party in a position of commercial advantage or, non-district related activities.
- impede teaching and research,
- hinder the functioning of the district
- violate an applicable license or contract, or damage community relations or relations with institutions with whom we share responsibility.
- damage community relations or relations with institutions with whom we share responsibility.

**What other guidelines must be followed?** These are guidelines to follow to prevent the loss of network privileges:

1. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
2. Users shall not share names, logon passwords or files for any reason
3. Users shall not use or try to discover another user's password or circumvent passwords or other security-related information of the district, students, or employees.
4. Users shall not use USD computers or networks for any non-instructional or non-administrative purpose (e.g. games or activities for personal profit).
5. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.
6. Users shall not alter, destroy, or disable district technology resources. Further, users shall not copy, change or transfer any software, documentation, or district data, the data of others, or other networks connected to the district's system including off school property without written permission from the campus principal and Director of Technology.
7. Users shall not upload, write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software (bug, virus, worm, Trojan Horse, or similar name) including off school property.
8. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
9. Users shall not deliberately access or create any obscene or sexually related materials except curriculum related and as assigned.
10. Users shall not assemble or disassemble computers, networks, printers, or other associated equipment except as part of a class assignment or in conjunction with job responsibility.
11. Users shall not remove technology equipment (hardware or software) without written permission of the principal or director.
12. STUDENTS WILL BE HELD ACCOUNTABLE for their actions and for the loss of privileges if the **Rules of Appropriate Technology Use Guidelines** are violated.
13. Users shall not run or execute unauthorized applications from external devices (such as games, anonymizer web proxies, hacking tools) or using pen drives and/or mapped drives.
14. Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment.
15. Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.