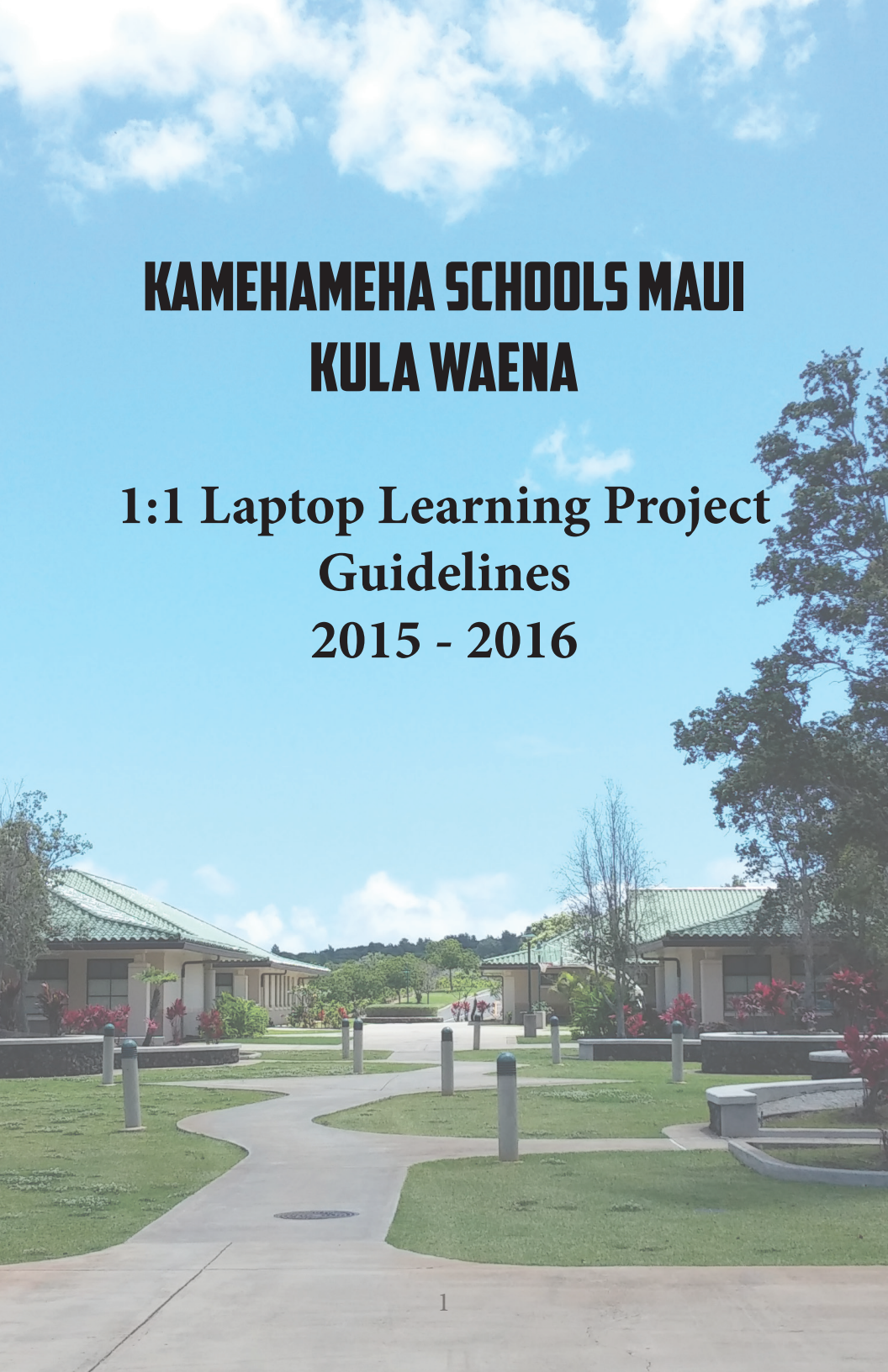




KAMEHAMEHA SCHOOLS MAUI KULA WAENA

1:1 Laptop Learning Project Guidelines 2015 - 2016

Table of Contents

Overview	3
Laptop Guidelines / Terms of Use	3
Laptop Care and Use	6
Computer Violations	10
Cumulative Progressive Consequences	13
Personal Responsibility & Protection	13
Frequently Asked Questions (FAQ)	16
Caring for Your Charger	19
Acceptable Use Agreement	21
Parent Agreement	22
Student Contract	23
Internet Resource	24

Important Contact Information

For general information and questions, please contact:

Kamuela Binkie, Vice Principal 572-3178

Garret Kovach, Admin. Coord. 572-3104

Emergency Information:

- If the laptop is lost or stolen while off-campus, please contact the Maui Police Department and file a police report and report the incident to Vice Principal or middle school office the next day.

- If the laptop is lost or stolen while on campus, report the incident to the Vice Principal or the middle school office immediately.

- A damaged laptop should be brought to the Print & Repair Center (PRC), Kuakini building room L-24, as soon as possible.

Overview

For the 2015–2016 school year, the Kamehameha Schools Kula Waena will provide every middle school student with an educational opportunity to enhance their learning through the 1:1 Laptop Project. With a laptop, every student will:

- Increase his/her knowledge, understanding and use of technology.
- Enhance collaborative and self-directed learning
- Become gatherers, consumers, constructors, and designers of information and ideas
- Gain knowledge and values of digital citizenship

Laptop Guidelines – Terms of Use

Terms: Each student will be issued a laptop and accessories for educationally appropriate purposes. He/she shall comply at all times with the KSM Student Technology Acceptable Use Agreement (pg. 21) and all handbook guidelines. Any failure to comply may terminate his/her rights of possession and an administrator may immediately repossess a laptop and accessories. KS reserves the right to conduct random periodic checks to enforce the 1:1 Laptop Learning Project Guidelines.

Ownership: Laptops are the legal property of Kamehameha Schools. Student's right of possession and use is limited to and conditional upon his/her full and complete compliance with the Acceptable Use Agreement (pg. 21) and the 1:1 guidelines.

Troubleshooting and Repairs: Student laptops requiring repair should be brought to the PRC, Kuakini building room L-24, between 7:45am–3:30pm. Students should take care of repairs before school, after school or during KSM day with a pass from their teachers. Kamehameha personnel will troubleshoot, and/or request for repair of the laptops. Every effort will be made to supply students with a loaner laptop during the repair process, although it is not guaranteed. Loaners must be returned immediately upon notification of the completed repair. Failure to do so may result in disciplinary action.

Damage or Loss: If the assigned laptop is damaged or lost, the student must file an Incident Report to the PRC in Kuakini L-24. When negligence is determined after investigation, appropriate consequences will be assumed by the student's 'ohana that may include responsibility for the reasonable cost of repair or replacement at the fair market value on the date of loss.

Lost laptops must be reported to school administration immediately.

Theft and Vandalism: In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent/guardian within 48 hours of the occurrence. Students/'ohana may be responsible for paying the "reasonable" cost of repair for vandalized laptops.

If the laptop is stolen, the student reports the theft to the middle school office by the next school day and must have filed a police report.

In any case of damage, loss, theft, or vandalism, students will complete an Incident Report for parent/guardian signature and review. Requests for a loaner laptop due to negligence requires administrative approval before a loaner is issued to a student.

Reclamation: KSM reclaims assigned laptops, accessories, etc. at the end of KSM year. If students do not fully comply with all terms of the Kamehameha Schools' Student Technology Acceptable Use Agreement and 1:1 Laptop Learning Project Guidelines, including the timely return of school property, KSM shall be entitled to declare the student in default and arrange to take possession of the property.

A student's right to use and possess the property terminates on the last official student day of the current school year, unless he/she is released earlier from Kamehameha Schools.

Appropriation: Any failure to return the property in a timely manner and/or the continued use of it for non-school purposes without KSM's consent may be considered unlawful possession of Kamehameha Schools' property.

Communication

Email:

- Students can access their email via the web link:
www.outlook.com/imua.ksbe.edu
- Students will only use their school email account for school related purposes. Personal email accounts are not to be added to the school issued laptops.
- The use of e-mail to communicate obscene, threatening, offensive and all other inappropriate material like chain letters is strictly prohibited.
- Parents may e-mail school officials with questions or concerns. E-mail addresses are found at:
<http://blogs.ksbe.edu/mms/faculty-staff/>

Social Networking - (Facebook, Twitter, ooVoo, Instagram, etc):

We expect students to be pono (make proper choices), to take their kuleana (responsibility) seriously, to show hō'ihi (respect) and to mālama (care) for themselves, others and Kamehameha Schools. Students are to follow our core ethical values whenever they are at school, at home, or representing KSM, including when they use technology.

Social networking sites (not limited to Facebook, Twitter, ooVoo) provide a means to communicate and network with others. However, students are not to be on any social networking site during any class without the teacher's approval.

Students who are found to be on a social networking site without prior approval may lose the use of their laptop and receive disciplinary action.

Laptop Use and Care

General Use:

- Students are prohibited from altering laptop configurations or accounts (i.e. webmail or administrative accounts).
- Keep food and drinks away from laptops.
- Make sure your hands are clean before using any laptop.
- Do not use stickers, ink, or any other decorative items on any KS assigned equipment (laptop, charger or carrying case) other than the KS serial number id tag.

Charging and Power Adapters:

- Students will leave their power adapters at home.
- It is the student's responsibility to have a fully charged laptop before coming to school. Failure to do so may result in disciplinary action.
- When charging the computer, remove it from the laptop bag and make sure the charging port is free from dust and debris.

Screen Savers:

- Inappropriate media may not be used as a screen saver.

Sound:

- Sound is to be muted at all times, in and out of the classroom, unless permission is obtained from the teacher for instructional purposes.
- When sound is allowed by a teacher, student-owned headphones/ear buds are required.

Music:

- Listening to music in class is prohibited, unless permission has been granted by the teacher.
- Streaming music from online services, such as Spotify, Sound Cloud, etc., will also require teacher permission. If it is found that the streaming website is too distracting, the administrator will notify your teacher.

Games:

- Video games of any kind are strictly prohibited from being played while in class, unless the teacher has given permission. Students who are found to be playing games in class without prior approval may lose the use of their laptop and receive disciplinary action.
- Online games (web apps) are also prohibited, unless permission has been granted by your teacher.
- Do not assume you can play games, always ask first.

Photos and Video:

- Photos and Videos stored on your KSM issued laptop should be for educational purposes only.
- Taking photos or videos without prior consent is strictly prohibited.
- Posting online, emailing or displaying photos and videos without the consent of the subject will result in disciplinary action.
- Personal photos and videos should not be uploaded to the KSM issued laptop. If any incriminating activity is displayed on the laptop, KSM is obligated to contact the police.

Software, Apps and Browser Extensions:

- All software loaded on the computer is KSM approved. Downloading and installing additional software that requires administrator access is strictly prohibited.
- Software, drivers, widgets or extensions that do not require administrator access must be authorized by an administrator prior to installing.
- KSM will not support unauthorized software and the user will be held financially responsible if it is found that the use of prohibited software has damaged the computer.
- **Any software, apps or browser extensions found on a KSM issued laptop whose purpose is to bypass the KSM security may result in immediate confiscation of the laptop and further disciplinary action.**

Saving and Backing-Up Files:

- It is recommended you back-up your data as a precaution in case your laptop is damaged or crashes.
- Students are responsible for saving, organizing, maintaining and backing up their files.
- Students can backup their files to their Google drive account, a flash drive or portable hard drive. KSM will not provide flash drives or portable drives.
- At the end of KSM year, all laptops will be collected and re-imaged for the next school year. Any personal files (including music, photos, videos, etc.) will be deleted.
- If you are unsure of how to back up your files, ask your advisory teacher or contact Mr. Kovach in the PRC.

Deleting Files:

- It is important to remember that after you move a file to the trash, you need to “empty” the trash in order to free up space on your hard drive.
- Do not delete any folders or files that you did not create or that you do not recognize.
- Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your laptop’s ability to function properly.

Internet and File Server Access:

- The student laptops are pre-configured to automatically join the “Student” wireless network designated by KSM.
- Students should not attempt to disable their wi-fi, or try to join a different network while on KSM property.
- Students are allowed to plug-in their laptops to home ethernet ports that do not require configuration (such as DSL or roadrunner) for internet access. Students without internet access will need to plan accordingly.
- Students will not be able to access KSM file servers from home and will need to plan accordingly.
- Peer to peer file sharing (torrents) are prohibited.

Internet Use:

- Students must not clear their internet history.
- Accessing inappropriate internet content is strictly forbidden on any KSM computer.
- Students are required to follow all copyright laws.
- Any form of plagiarism will not be tolerated.
- Any research and information obtained via the network or internet should be properly documented and cited.
- Students may not upload and/or download inappropriate video, audio, or other media to/from the internet.

Printing:

- School assignments should be printed and ready to turn in per teacher instructions.
- **Students are to print all assignments in black/white and 2-sided unless given approval by their teacher.**
- Printers are available for student use in each classroom.
- If a home printer is desired, standard printer drivers are installed on the laptops.
- Students are not allowed to download additional printer drivers.
- KS does not provide technical support for printing at home.

Computer Violations

Disciplinary Consequences for Infractions:

Consequences for computer violations will be in alignment with “Guiding Principles and Process for Student Discipline” procedures outlined in the 2015-2016 KSM K-12 Student & Parent Handbook. Possible consequences described below are dependent on the severity and/or frequency of the infraction.

Level 1: discipline includes behaviors that disrupt KSM community. Examples of general infractions and possible consequences include, but are not limited to:

- Misplacement or accidental damage of KSM issued computer or electronic device or any of the related components (power brick, bag, strap, etc.)
- Leaving school issued computer or electronic device or its components unattended
- Failure to fully charge laptop before coming to school
- Accessing or downloading unauthorized material while using KSM issued computer or electronic device
- Violation of printing guidelines, such as excessive printing or printing of non-school related items

Possible consequences:

- Verbal warning
- Written reprimand
- In school restriction
- Detention I school service hours
- Repair/replacement of items misused or broken
- Restriction of KSM issued computer or electronic device use

Level 2: discipline generally includes, but is not limited to, behaviors whose frequency or seriousness disrupts the social, nurturing, and/or learning environment. Examples include, but are not limited to:

- Using school issued computer or electronic device to cheat, plagiarize, or steal the work of another

- Downloading/Installing non KS software/applications
- Negligent damage of school issued computer or electronic device
- Altering preset KS preferences and settings

Possible consequences:

- Continue more stringent Level 1 options
- Consequences may be compounded to include level 1 options
- School counseling / Outside counseling
- Suspension
- Conduct probation
- Impact on grade
- Behavioral contracts

Level 3: discipline includes, but is not limited to, behaviors that pose a direct threat to self and others. Examples include, but not limited to:

- Unmodified Level 1 and/or Level 2 behavior
- Accessing offensive/sexual/violent material while using school issued computer or electronic device
- Creating and/or posting inappropriate video, audio, or other media to the Internet
- Unauthorized use of other individuals' accounts
- Prohibited access to social networks

Possible consequences:

- Continue more stringent Level 1 and/or Level 2 options
- Consequences may be compounded to include level 1/2 options
- Release from Kamehameha Schools Maui
- Community Service
- Repossession of School issued computer or electronic device. administration to determine length of time.

Level 4: discipline includes, but is not limited to, behavior that has not responded to either Level 3 intervention or results in violence to self or others, destruction of property or actions that pose a direct threat to others in KSM or negatively impacts/reflects upon KS. If circumstances warrant, the incident may be reported to local law enforcement officials.

- Unmodified Level 1, 2, or 3 behavior
- Use of any electronic device to portray violent, sexual, dangerous or illegal activity
- Cyber-bullying/harassment of others
- Using school issued computer or electronic device to gain access to drugs, alcohol, and/or any illegal activity.
- Use of school issued computer or electronic device to conduct illegal activity.

Possible consequences:

- Continue more stringent Level 1, 2 and/or Level 3 options
- Financial restitution
- Removal from laptop project
- Release from school

Level 5: infractions will be reported to appropriate government authorities including but not limited to Child Welfare Services and the police. KS reserves the right, at its sole discretion and in appropriate circumstances, to report other infractions to appropriate government authorities.

To ensure that students learn from their mistakes and to protect the quality and safety of Kamehameha's learning environment for all members of the campus community, consequences are applied at the discretion of the administration. The nature and scope of this depends on the frequency and/or severity of each incident.

Cumulative Progressive Consequences For Damaged Laptops

The 1:1 Laptop Learning Project is an essential part of the daily activities here at Kamehameha Schools Maui. It is vital that students practice responsible care and use of assigned laptops to minimize damage or loss. The following consequences will be applied to each occurrence of damage to a laptop due to personal negligence (negligence to be determined by KSM administration).

Consequences

- 1st incident: 4 hours school service
- 2nd incident: 8 hours school service
- 3rd incident: 12 hours school service
- 4th incident: Loss of laptop privileges

Loaners* may or may not be available while laptop is being repaired. Please inform you teachers of laptop repairs so that alternative plans can be arranged.

**Damages due to negligence require administrative approval
before a loaner is given to a student.*

Personal Responsibility & Protection

Kuleana (Personal Responsibility):

- Students are responsible for the proper use and maintenance of KS laptops at all times. The purpose of the laptop is for education. Treat it as a valuable tool for learning. Inform school personnel immediately of any problems or concerns.
- Students must bring their fully charged laptops to school daily.
- Students are responsible for all work, even if their laptop is being repaired or otherwise unavailable. Students may have to schedule a time to use the computers at Keanolani Learning Center as needed.
- When off-campus, laptops should be stored in a secure environment and usage should be limited to only the assigned KS student. Laptops should not be left unattended in cars/trunks or areas where theft or damage occur.
- Laptops should stay at home if you are leaving the island.

Mālama (Security):

- The KS identification label must remain on the laptop at all times. If a replacement is needed, students must immediately take their laptop to the computer repair center, Kuakini building, L-24.
- Student ID cards will be attached to the computer bag at all times, inside and outside of school. Laptop ID labels and student ID card should match.
- Laptops should never be left unattended. During PE, athletics, or other activities, laptops must be securely locked in a locker.
- Security/confidentiality of systems must be respected and no effort should be made to bypass or gain access to server information not authorized for student use or open to the public (hacking).

Respect Copyright and Fair Use Guidelines and Trademark Laws:

- Students are expected to respect all U.S. copyright, fair use guidelines, trademark laws and licensing agreements pertaining to material entered into and obtained via the system.
- Do not copy any programs; this can be a copyright violation and is a federal offense.
- Do not make unauthorized copies of text material, audio, video, or software found on school computers or through the internet.
- Do not give, lend, or sell copies of software to others without written permission of the copyright owner unless original software is clearly identified as shareware or in the public domain.
- Do not transmit, transfer, upload, post or otherwise place any material that is protected by copyright or trademark law onto a KS computer and/or to the internet or intranet without the express prior written permission of the copyright/trademark owner and KS.

Loaning or Borrowing Laptops:

- Do not loan laptops to other students, friends or relatives.
- Do not borrow or log in on another student's laptop.

Transporting Laptops:

- Laptops must be kept in KS issued carrying case and secured when moving from class to class and when not in use.
- To maintain personal security, students must log out when laptop is not in use.

Passwords, Access and Accounts:

- Protect your files on your laptop and the server by keeping your passwords private.
- DO NOT share passwords or user names with others.
- Unauthorized access to another person's account or computer without his/her consent or knowledge is considered hacking. This action is considered a serious infraction and will result in disciplinary consequences. This includes adding a wireless usb mouse adapter, or changing any other settings without the user's consent.
- Students should not set-up separate accounts on their laptop.

Internet Safety:

At KS, we take seriously our responsibility to protect our students from sites that are deemed inappropriate and/or potentially dangerous to minors. KS subscribes to a URL filtering server that blocks sites by category. Within each category, there are thousands of websites and with the assistance of server filters, we attempt to block many of these sites. KS also blocks or unblocks sites at our discretion. The filtering server is only operational if students access the Internet at school via the KS network. Students who download/install apps or extensions to bypass this security may lose the use of their laptop.

Parents may want to restrict their home internet access.

For more information about safety, go to [http://www.isafe.org.](http://www.isafe.org) Parents are strongly encouraged to monitor and be aware of the sites that their child is visiting. Also, having a discussion with your child about your expectations regarding internet use is highly recommended.

Parents are encouraged to contact KSM administration or counselors to discuss any matter that concerns the internet use at home by their child.

Frequently Asked Questions (FAQ)

What should students do if the laptop is inoperable?

Student laptops requiring trouble-shooting or repair should be brought to the PRC in Kuakini building, Room L-24. Students will need to drop off the computers and complete the Laptop Repair form. Drop-off hours are daily from 7:45 am to 3:30pm, unless otherwise posted. It is recommended that laptop repairs should be addressed before school, after school or during school hours.

What should students do if their laptop is lost, stolen or damaged?

Damaged, lost or stolen laptops must be reported immediately.

- If lost or suspected stolen while at school: Immediately report the loss to the Vice Principal with detailed information. A Police report may need to be filed.
- If lost or suspected stolen while away from school: Report the theft to the police and inform administration on the next school day.
- If damaged: Take laptop to the PRC and complete an Incident Report form. The form will be forwarded to the Vice Principal.

What “Appropriate Use” guidelines should students follow?

Students should follow the 1:1 Laptop Learning Project Guidelines as well as refer to the Student Technology Acceptable Use Agreement found at the following website: (<http://blogs.ksbe.edu/mms/>)

Can games and other software programs be installed, downloaded, or used on the laptops or accessed from external drives?

Students are only allowed to install software through the “Self Service” portal KSM has installed on the student laptops. Games that do not require admin privileges to install are not permitted to be played while in school or at home without prior teacher/parent approval.

Are students allowed to purchase music from the iTunes music store?

NO. Purchasing music require the students to input their personal apple id into the laptop. This actions is strictly prohibited.

Are students allowed to purchase apps from the App store?

NO. Purchasing apps require the students to input their personal apple id into the laptop. This actions is strictly prohibited.

Are students allowed to upload legally acquired music into iTunes?

Yes, iTunes will not be disabled. Students are limited to 100 songs. KS will not be responsible for any loss of any purchased material that is loaded onto laptops.

What daily maintenance routine should students follow?

- Start KSM day with battery fully charged.
- Have laptop ready for every class period unless otherwise specified by teacher.
- Transport laptop in its own KS issued carrying case at all times.
- Log-off computer when it is not in use.
- Maintain vigilant surveillance of your laptop at ALL TIMES. Do not leave the laptop unattended. Keep it with you or in a locked/secured place at all times.
- Do not expose laptop to extreme temperatures (e.g., kept in trunk of car, or stored under air conditioning unit, etc.)
- Protect laptop from moisture, dust and harmful chemicals.
- Do not loan your laptop to another student, friend or relative.
- The computer is your responsibility at all times. Keep laptop on a flat surface.

Are students able to print at home?

Yes. KSM does not require students to have printer access from home. However, standard printer drivers will be installed on the laptops.

Can students download printer drivers if their printer does not work with the pre-loaded drivers?

No. Students are not allowed to download additional printer drivers. There is no KS Instructional Technology Department support for home printing.

Will students be able to access the KS file server from home?

No. Students will be able to access the KS file server from school only. Email, however, is accessible from home.

More FAQs can be found online at:

<http://blogs.ksbe.edu/mms/prc/>

Caring for your laptop is a big responsibility. If you practice the following **Kamehameha Schools Values**, your laptop should remain in good working condition.

Mālama - Nurturing; understanding the feelings and needs of others. The ability to show compassion and to be genuinely concerned for the well being of others.

Mālama kekahi i kekahi - to care for one another.

Hō'ihi - showing regard for the worth of God, self, other people, property and the environment/'aina. To be humble and considerate towards others.

Hō'ihi aku hō'ihi mai - to give and receive respect.

Kuleana - The active side of respect: showing humility; taking care of self others and the environment; making a positive impact on the community.

No'u iho ke kuleana - the responsibility is mine.

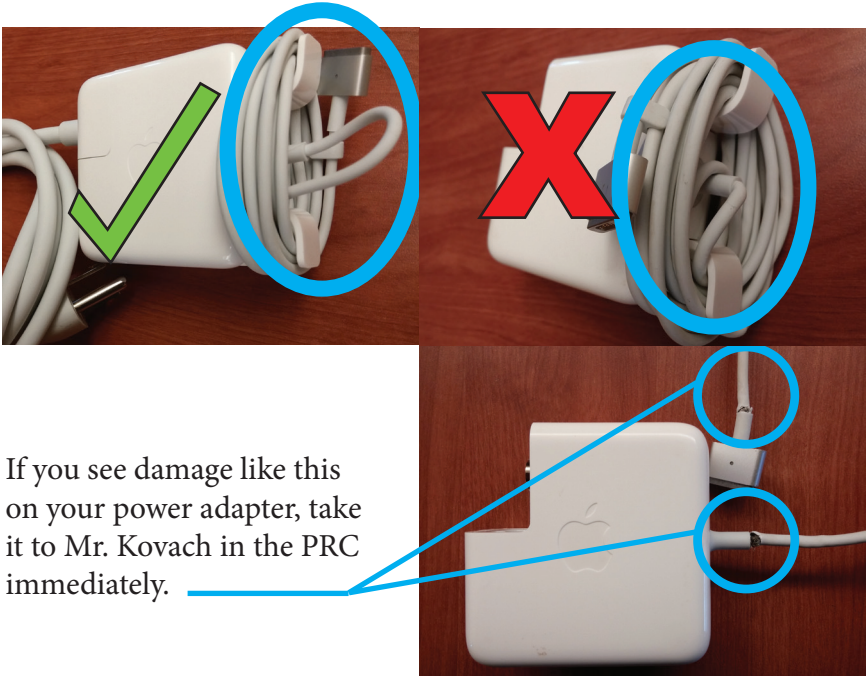
Pono - Courage to stand up for what is right, true and good; doing what you say you will do.

Imi na'au pono - to seek what is right, true and good.

Oia 'i'o - truthful in what you say; truthful in what you do.

Caring for your Power Adapter

By wrapping your charger cable carefully, you will help to protect it from damage. Use the built-in plastic wings on your charger to wrap the cable. Make sure to leave a small loop at the base of the cable. Pulling it too tight may cause damage.



If you see damage like this on your power adapter, take it to Mr. Kovach in the PRC immediately.

Make sure to inspect your cable for damage and clean off dirt on a regular basis. A damaged or dirty cable can be harmful to your computer and can also be dangerous if wires are exposed. If you think there may be something wrong with the power adapter, or if you want to have it cleaned, take it to Mr. Kovach. Some damage will be covered by the apple warranty. That means you will be provided with a replacement cable at no cost. If you wait too long, the cable may suffer more damage, which will void the warranty. When this happens, you will be held responsible for the cost of the replacement cable.

Always make sure that you don't accidentally put your chair on top of your cable. This can slice through the cable, or cut the cable, exposing the wires on the inside.



If you accidentally slice your cable, DO NOT try to cover it with tape. Unplug the charger from the wall and take it to the PRC as soon as possible. DO NOT continue to use the charger. Exposed wires are a safety hazard.

If you have pets in the house, make sure to keep the cable out of their reach, as some animals like to chew on the cable.



Student Technology Acceptable Use Agreement

I, _____, agree to abide by the following rules regarding the laptop I am assigned.

- I will use only my assigned laptop and keep my user name(s) and password(s) private.
- I understand that this laptop is being provided to me by Kamehameha Schools as an instructional tool. Accordingly, I understand that my laptop should be used for instructional purposes.
- I am required to fully charge my laptop before coming to school and leave the laptop charger at home.
- I understand that I must carry my laptop in the laptop bag that has been provided to me by Kamehameha Schools.
- I understand that the KS identification tags should not be tampered with or removed.
- I understand that my ID card must always be attached to my KSM issued laptop bag.
- I understand that there will be no stickers, ink, or any decorative items added to my laptop.
- If my computer is not working properly, I will take it to the Print & Repair Center for repair. I understand that I may be without a laptop computer while it is being repaired. And, I also understand that there are computers in the Keanolani Learning Center available for student use before and after school.
- I understand that replacement of damaged chargers covered by the Apple Warranty will be issued to me from the PRC.
- I understand that damaged chargers that are not covered by the Apple warranty will be charged to my F.A.C.T.s account and a replacement charger will be issued from the PRC.
- I understand that if any damage occurs to the laptop from abuse, neglect, loss, or theft, my family/I may be held financially responsible to repair or replace the laptop at its current value, including warranties and other provided accessories.
- I understand that if my laptop is damaged or lost, I will be required to perform school service hours as described in the cumulative progressive consequences section of the guidelines.
- I understand that my family/I may be financially responsible for items lost or stolen due to negligence, including laptops and accessories on or off school grounds, on weekdays, weekends and vacations.
- I am responsible for knowing where my laptop is at all times. Laptops left unattended will be taken to the Vice Principal's Office or to the PRC.
- I will not use my computer to download or play games without obtaining permission.
- I will not use my computer to make unauthorized copies of software or MP3 files and will abide by all copyright laws.
- I understand that the installation of security bypassing software is strictly prohibited.
- I understand that if my laptop is taken away by a staff member or is inoperable I am still responsible for completing all assignments or projects.
- I understand that Kamehameha Schools Maui will conduct random periodic checks on any device. I am expected to hand over the device upon request by school personnel.
- I am committed to the moral and ethical use of technology and being a positive digital citizen.
- I have reviewed the Kamehameha Schools Maui Kula Waena 1:1 Laptop Learning Project Guidelines.

I understand and agree that for any violation of the above rules, I will be subject to disciplinary action as set forth in the Student and Parent Handbook and/or the 1:1 Laptop Learning Project Handbook.

Parent Agreement

1. I know that the internet is an important resource for my children and that being familiar with it is a necessary skill. It can also be a wonderful place to visit, but I know that I must do my part to help keep my child safe online.
2. I will get to know the services, websites, and groups my child uses and/ or belongs to. I will talk to my child about social networking profiles; what can and cannot be posted, who should allow as friends and how to behave appropriately in online interactions.
3. I will set reasonable rules and guidelines for computer use by my child, including how much time may spend online. I will encourage participation in offline activities as well.
4. I will have an open and honest discussion with my child when informed about something “bad” he or she finds or does on the internet.
5. If my child does something that I do not approve of online we will have a conversation about my expectations and the reasons for our internet rules. I understand that just taking away the internet will not solve the problem.
6. I will try to get to know my child’s online friends and contacts just as I try to get to know his or her offline friends.
7. I will try to have my child use the laptop in a family area rather than in the bedroom.
8. I will report suspicious and illegal activity and/or sites to the proper authorities and learn how to report abuse when necessary.
9. I will frequently check to see where my child has visited on the internet and I will talk about my concerns if I see something that I think is inappropriate.
10. If my child continues to break our internet rules after we have discussed them I will impose appropriate consequences, such as: taking away his or her computer, cell phone or other devices until the behavior changes.
11. I understand that damaged items not covered by the Apple warranty will be charged to my child’s F.A.C.T.s account.

I will help my child follow this agreement and will allow reasonable use of the laptop and internet as long as these rules and other family rules are followed.

(pages TO BE DETERMINED are duplications for your reference only. These agreements and contract will be given to the student in school. All forms require signatures and should be returned to your child’s advisory teacher. Originals will be kept in the Vice Principal’s office.)

Student Contract

Parent and Student, please review and complete the Student Contract together and sign below.

1. I will turn off my laptop at _____ pm each weekday and _____ pm on weekends. (Time)
2. I am allowed _____ hours/minutes of screen time on weekdays, and _____ hours/minutes of screen time on weekends and/or holidays.
3. I am allowed to use the laptop for: games, social media, TV shows, music, movies, homework while at home.(circle all that apply)
4. I am allowed to use these social media sites and will share the information with my parents: _____
5. Taking photos and exchanging photos will only be allowed under these conditions: _____
6. I am allowed/not allowed to take my laptop to friends' houses (if allowed is circled, please list friends):_____
7. I agree that my parents can check my email messages and online search history. My parents can review existing and new screen names, email addresses, user logins and all passwords. I will not give my password to anyone else but my parents.
8. I will not upload or download photos, games, music, videos or sign up for anything on the internet, even if it's free, without my parents' consent.
9. I will keep personal information such as my address, telephone number, parents' work address/telephone number, the name or location of my school, where I play sports or the names of my family members PRIVATE. I will not post this information to my profiles even if I think only my friends will see it.
10. I know that nothing on the internet is private, and that people online are NOT always who they say they are. If someone asks to meet me in person, I will immediately tell my parents, my school advisor, teacher, counselor or staff member.

I (student) understand that if I break the terms of this contract my laptop privileges will be taken away at home. I understand that I cannot use this as an excuse to not complete my school responsibilities.

Resources

KS Links

KS Middle School

<http://blogs.ksbe.edu/mms>

Print and Repair Center (PRC)

<http://blogs.ksbe.edu/mms/prc>

Edmodo

<https://kamehameha.edmodo.com/>

KS Connect

<https://connect.ksbe.edu/>

Google Apps

<http://www.google.com/a/maui.ksbe.edu/>

KS Blackboard

<https://blackboard.ksbe.edu/webapps/login/>

Student Webmail

<http://www.outlook.com/imua.ksbe.edu>

Parent Resources

Josh Gunderson

<http://joshgunderson.com/index.html>

iSafe

<http://www.isafe.org>